

STATE PERSONNEL BOARD AGENDA



SEPTEMBER 3, 2008

SACRAMENTO, CA



CALIFORNIA STATE PERSONNEL BOARD

801 Capitol Mall • Sacramento, California 95814 • www.spb.ca.gov

ARNOLD SCHWARZENEGGER, Governor



MEMORANDUM

DATE: August 22, 2008

TO: ALL INTERESTED PARTIES

FROM: STATE PERSONNEL BOARD – Executive Office

SUBJECT: Notice and Agenda for the September 3, 2008, Meeting of the State Personnel Board

PLEASE TAKE NOTICE that on September 3, 2008, at the offices of the California State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, the State Personnel Board will hold its regularly scheduled meeting.

The attached Agenda provides a brief description of each item to be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in open sessions are open to those interested in attending. Interested members of the public who wish to address the Board on an open session item may request the opportunity to do so.

Should you have questions or wish to obtain a copy of any materials related to items considered in the open sessions, please visit the SPB website at www.spb.ca.gov or contact staff in the Secretariat's Office via mail at State Personnel Board, 801 Capitol Mall, Room 566, Sacramento, California 95814 or by calling (916) 653-1028.

Secretariat's Office

Attachment



CALIFORNIA STATE PERSONNEL BOARD

801 Capitol Mall • Sacramento, California 95814 • www.spb.ca.gov

ARNOLD SCHWARZENEGGER, Governor



BOARD MEETING – SEPTEMBER 3, 2008 ¹

**9:00 a.m. – 3:30 p.m.
(Or upon completion of business)**

ALL TIMES ARE APPROXIMATE

Public and Closed Session Location

801 Capitol Mall, Room 150
Sacramento, CA 95814

¹ Sign Language Interpreter will be provided for Board Meeting upon request – contact Secretariat at (916) 653-1028.

OPEN SESSION OF THE STATE PERSONNEL BOARD

9:00 a.m.

- 1. ROLL CALL**
- 2. REPORT OF THE EXECUTIVE OFFICER**
 - Suzanne M. Ambrose
- 3. REPORT OF THE ACTING CHIEF COUNSEL**
 - Bruce Monfross
- 4. REPORT ON LEGISLATION**
 - Carol Ong
- 5. REPORT ON THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM**
 - Anne Sheehan
- 6. REPORT ON THE RESULTS OF THE PRE-HEARING/SETTLEMENT CONFERENCE PILOT PROJECT**
 - Paul Ramsey, Chief Administrative Law Judge
- 7. INFORMATIONAL BRIEFING – AN OVERVIEW OF THE EEO ACADEMY OFFERED BY THE SPB STATEWIDE TRAINING PROGRAM**
 - Sue Williams, Statewide Training Manager
 - Christina Lopez, Civil Rights Manager
- 8. INFORMATIONAL BRIEFING – CEA TASK FORCE**
 - Mike Strazzo, Merit Operations Division

Staff to provide an update on the activities of the CEA Task Force.

- 9. INFORMATIONAL BRIEFING – STAFF SERVICES ANALYST (GENERAL) HIRING STATISTICS**
 - Becky Tietz, Merit Operations Division

Staff to provide a brief update to the five-member Board and interested parties on the number of hires made from the new SSA exam and list implemented July 1, 2007, as compared to the SSA hires made in the prior fiscal year.

- 10. DISCUSSION OF UPCOMING BOARD MEETING SCHEDULED FOR SEPTEMBER 23, 2008, IN SACRAMENTO, CALIFORNIA.**

11. NEW BUSINESS

Items may be raised by Board Members for scheduling and discussion for future meetings.

9:30 a.m.

12. HEARING – CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

- Department of Corrections and Rehabilitation Representative
- AFSCME Representative
- CAMFT Representative
- AAMFT Representative
- Board of Behavioral Sciences Representative

Department of Corrections and Rehabilitation proposes the establishment of a new class, Mental Health Therapist, Correctional Facility, with a twelve month probationary period and designation of the class as sensitive under State Personnel Board Rule 213 for the purpose of pre-employment drug testing.

10:00 a.m.

13. ORAL ARGUMENT

In the matter of **CASE NO. 07-4470A**. Appeal from 22 working days suspension. Correctional Officer. Department of Corrections and Rehabilitation.

10:30 a.m.

BREAK

10:45 a.m.

14. ORAL ARGUMENT

In the matter of **CASE NO. 07-2581A**. Appeal from rejection during probation. Correctional Officer Cadet. Department of Corrections and Rehabilitation.

11:15 a.m.

15. ORAL ARGUMENT

In the matter of **CASE NO. 07-1295A**. Appeal from dismissal. Fire Apparatus Engineer-Paramedic. Department of Forestry and Fire Protection.

11:45 a.m.

CLOSED SESSION OF THE STATE PERSONNEL BOARD & LUNCH

16. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS

Deliberations to consider matters submitted at prior hearing.
[Government Code Sections 11126(c)(3), 18653(3)]

17. DELIBERATION ON NON-EVIDENTIARY CASES AND ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES

Deliberations on proposed, rejected, remanded, and submitted decisions, petitions for rehearing, and other matters related to cases heard by Administrative Law Judges of the State Personnel Board or by the Board itself.

[Government Code sections 11126(c)(3), 18653]

18. PENDING LITIGATION

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.

[Government Code sections 11126(e)(1), 18653.]

California Highway Patrol, et al. v. State Personnel Board, et al.

Sacramento Superior Court

Case No. 34-2008-00002G14-CU-WM-GDS

California Department Corrections and Rehabilitation, et al. v. State Personnel Board, et al.

Sacramento Superior Court

Case No. 34-2007-00883875-CU-WM-GDS

Patrick McCollum v. State of California

United States District Court, Northern District of California

Case No. C 04-03339 CRB

Plata, et al. v. Schwarzenegger, et al.

Case No. C01-1351 TEH

CCPOA and SEIU Local 1000, et al. v. Arnold Schwarzenegger, et al.
(2008) 77 Cal.Rptr. 3d 844, File No. 033740

Yvonne Walker, Service Employees International Union, Local 1000 v. Arnold Schwarzenegger, et al., Sacramento Superior Court Case No. 34-2008-40000001-CU-PT-GDS

19. RECOMMENDATIONS TO THE LEGISLATURE

Deliberations on recommendations to the Legislature.

[Government Code section 18653]

20. RECOMMENDATIONS TO THE GOVERNOR

Deliberations on recommendations to the Governor.

[Government Code section 18653]

21. **EMPLOYEE PERSONNEL MATTER**
Discussion concerning the appointment and employment of Chief Counsel candidates. [Government Code section 11126(a)(1)]

1:00 p.m.

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

22. **ORAL ARGUMENT**
In the matter of **CASE NO. 07-2966EA**. Appeal from denial of discrimination complaint. Environmental Planner (Natural Sciences). Department of Transportation.

1:30 p.m.

23. **ORAL ARGUMENT**
In the matter of **PSC NO. 08-09**. Appeal by the Board of Chiropractic Examiners from the Executive Officer's April 15, 2008, Decision Disapproving a Personal Services Contract for Information Technology Services.

2:00 p.m.

CLOSED SESSION OF THE STATE PERSONNEL BOARD

24. **DELIBERATION ON AGENDA ITEMS 22 AND 23**
ORAL ARGUMENT, CASE NO. 07-2966EA and ORAL ARGUMENT, PSC NO. 08-09
25. **DELIBERATION ON REMAINING AGENDA ITEMS 12 THROUGH 21, NOT PREVIOUSLY DISCUSSED IN FIRST CLOSED SESSION.**

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

BOARD ACTIONS:

26. **ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF THE JULY 22 AND AUGUST 8, 2008, BOARD MEETINGS.**
27. **RESOLUTION EXTENDING TIME PURSUANT TO GOVERNMENT CODE SECTION 18671.1**
28. **SUBMITTED ITEMS**
These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting.

A. PERSONAL SERVICES CONTRACT NO. 08-03

Appeal by the Union of American Physicians & Dentists from Executive Officer's February 4, 2008, Decision approving six Personal Services Contracts for Psychiatric Services (Ratification of Board's vote on 6/10/08).

B. PERSONAL SERVICES CONTRACT NO. 08-04

Appeal of the California State Prison Medical Care System Receiver from the Executive Officer's February 14, 2008, disapproval of six personal services contracts for recreation and occupational therapist services.

C. PERSONAL SERVICES CONTRACT NO. 08-06

Appeal of the Department of Health Care Services and the Department of Public Health from the Executive Officer's March 3, 2008, disapproval of contract for technical and consulting services.

D. DEPARTMENT OF TRANSPORTATION'S CAREER EXECUTIVE ASSIGNMENT (CEA) PROPOSALS UNDER CONSIDERATION (Multiple Districts)

Staff from PEGC requested a hearing to discuss multiple CEA proposals that were listed on the March 25, 2008, State Personnel Board Agenda. PEGC and CalTrans Director Wil Kempton addressed the five-member Board on August 8, 2008. The Board took the matter under submission.

29. EVIDENTIARY CASES

A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting.

(1) CASE NO. 06-0817A

Appeal from dismissal

Classification: Industrial Relations Counsel IV

Department: Department of Industrial Relations

Proposed decision rejected March 25, 2008.

Transcript prepared.

Oral argument set for June 9-10, 2008, Sacramento.

Oral argument continued.

Oral argument heard July 8, 2008, Sacramento.

Case ready for decision by FULL Board.

(2) CASE NO. 07-2189A

Appeal from non-punitive termination

Classification: Vocational Instructor (Welding),
Correctional Facility.

Department: Department of Corrections and
Rehabilitation

Proposed decision rejected March 4, 2008.

Transcript prepared.

Oral argument set for June 9-10, 2008, Sacramento.

Oral argument continued.

Oral argument set for August 8, 2008, Sacramento.

No oral argument held. Case to be decided by written
argument only.

Case ready for decision by FULL Board.

B. ORAL ARGUMENTS

These cases will be argued at this meeting or will be considered
by the Board in closed session based on written arguments
submitted by the parties.

(1) CASE NO. 07-4470A

Appeal from 22 working days suspension

Classification: Correctional Officer

Department: Department of Corrections and
Rehabilitation

(2) CASE NO. 07-2581A

Appeal from rejection during probation

Classification: Correctional Officer Cadet

Department: Department of Corrections and
Rehabilitation

(3) CASE NO. 07-1295A

Appeal from dismissal

Classification: Fire Apparatus Engineer-Paramedic

Department: Department of Forestry and Fire Protection

(4) CASE NO. 07-2966EA

Appeal from denial of discrimination

Classification: Environmental Planner (Natural Sciences)

Department: Department of Transportation

(5) PSC NO. 08-09

Appeal from Executive Officer's disapproval of a Personal Services Contract for Information Technology Services

Union: Service Employees International Union Local 1000

Department: Board of Chiropractic Examiners

C. CHIEF COUNSEL RESOLUTIONS, REMANDS, STIPULATIONS, OTHER

(1) CASE NO. 00-1274

Appeal from dismissal

Classification: Corporations Counsel

Department: Department of Corporations

(2) CASE NO. 04-2810

Appeal from dismissal

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation
Request for an Order to Show Cause

D. ADMINISTRATIVE LAW JUDGES' PROPOSED DECISIONS

The Board Administrative Law Judges (ALJ) conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

PROPOSED DECISIONS AFTER HEARING

These are ALJ proposed decisions submitted to the Board for the first time.

(1) CASE NO. 07-1494

Appeal from dismissal

Classification: Caltrans Equipment Operator I

Department: Department of Transportation

(2) CASE NO. 07- 2868

Appeal from five percent reduction in salary for 15 pay periods

Classification: Correctional Lieutenant

Department: Department of Corrections and Rehabilitation

- (3) **CASE NO. 07-4991**
Appeal from dismissal
Classification: Parole Agent I
Department: Department of Corrections and Rehabilitation
- (4) **CASE NO. 07-2896**
Appeal from 48 workday suspension
Classification: Correctional Lieutenant
Department: Department of Corrections and Rehabilitation
- (5) **CASE NO. 07-3262**
Appeal from dismissal
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation
- (6) **CASE NO. 07-2883**
Appeal from ten percent reduction in salary for 12 months
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation
- (7) **CASE NO. 06-3687**
Appeal for a merit issue complaint
Classification: Senior Vocational Rehabilitation Counselor
Department: Department of Corrections and Rehabilitation
- (8) **CASE NO. 06-4213**
Appeal from dismissal
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (9) **CASE NO. 07-0083**
Appeal from dismissal
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation

- (10) **CASE NO. 06-3357E**
Appeal from denial of reasonable accommodation complaint
Classification: Principal Transportation Engineer, CT
Department: Department of Transportation
- (11) **CASE NO. 07-4173**
Appeal from rejection during probation
Classification: Psychiatric Technician
Department: Department of Corrections and Rehabilitation
- (12) **CASE NO. 07-2881**
Appeal from 60 working days suspension
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (13) **CASE NO. 07-3759**
Appeal from rejection during probation
Classification: Psychiatric Technician
Department: Department of Corrections and Rehabilitation
- (14) **CASE NO. 07-4238**
Appeal from five days suspension
Classification: Supervising Investigator I
Department: Department of Motor Vehicles
- (15) **CASE NO. 07-2611**
Appeal from dismissal
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation

PROPOSED DECISIONS AFTER BOARD REMAND

NONE

PROPOSED DECISIONS AFTER SPB ARBITRATION

NONE

E. PETITIONS FOR REHEARING

ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

(1) CASE NO. 06-2289NP

Appeal from denial for a request to file charges

Classification: Fire Apparatus Engineer (Paramedic)

Department: Department of Forestry and Fire Protection

(2) CASE NO. 05-3515PA

Appeal from rejection during probation

Classification: Deputy Attorney, Caltrans

Department: Department of Transportation

(3) CASE NO. 07-1570P

Appeal from 10 percent reduction in salary for seven pay periods

Classification: Teacher (High School-Arts and Crafts, Correctional Facility)

Department: Department of Corrections and Rehabilitation

(4) CASE NO. 07-1557P

Appeal from dismissal

Classification: Motor Vehicle Technician

Department: Department of Motor Vehicles

(5) CASE NO. 07-1204P

Appeal from 30 work days' suspension

Classification: Parole Administrator I

Department: Department of Corrections and Rehabilitation

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

(1) CASE NO. 06-2706A

Appeal from dismissal

Classification: Correctional Sergeant

Department: Department of Corrections and Rehabilitation

Proposed decision rejected December 4, 2007.

Transcript prepared.
Oral argument set for August 8, 2008, Sacramento.
Oral argument continued.
Oral argument set for October 3, 2008, Sacramento.

(2) CASE NO. 04-1782A

Appeal from constructive medical suspension
Classification: Correctional Counselor I
Department: Department of Corrections and Rehabilitation
Proposed decision rejected June 24, 2008.
Transcripts prepared.
Oral argument set for October 3, 2008, Sacramento.

(3) CASE NO. 06-2737PA

Appeal from dismissal
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation
Petition for rehearing granted April 22, 2008.
Transcripts prepared.
Oral argument set for August 8, 2008, Sacramento.
Oral argument continued.
Oral argument set for October 3, 2008, Sacramento.

(4) CASE NO. 07-4470A

Appeal from twenty-two working days suspension
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Proposed decision rejected May 13, 2008.
Transcripts prepared.
Oral argument set for September 3, 2008, Sacramento.

(5) CASE NO. 07-2581A

Appeal from rejection during probation
Classification: Correctional Officer Cadet
Department: Department of Corrections and Rehabilitation
Proposed decision rejected on May 13, 2008.
Transcripts prepared.
Oral argument set for September 3, 2008, Sacramento.

- (6) **CASE NO. 07-1295A**
Appeal from dismissal
Classification: Fire Apparatus Engineer-Paramedic
Department: Department of Forestry and Protection
Proposed decision rejected on May 13, 2008.
Transcripts prepared.
Oral argument set for September 3, 2008, Sacramento.
- (7) **CASE NO. 07-2966EA**
Appeal from discrimination complaint
Classification: Environmental Planner
Department: Department of Transportation
Proposed decision rejected May 13, 2008.
Transcripts prepared.
Oral argument set for September 3, 2008, Sacramento.

30. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

WITHHOLD FROM CERTIFICATION
CASES NOT HEARD BY A STAFF HEARING OFFICER

- (1) **CASE NO. 06-4011N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (2) **CASE NO. 06-4096N**
Classification: Cadet
Department: California Highway Patrol
- (3) **CASE NO. 07-1028N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (4) **CASE NO. 06-3115N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation

- (5) **CASE NO. 06-4110N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (6) **CASE NO. 07-2839N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (7) **CASE NO. 07-1829N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (8) **CASE NO. 07-0971N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (9) **CASE NO. 06-3895N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (10) **CASE NO. 06-4113N**
Classification: Youth Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (11) **CASE NO. 06-3437N**
Classification: Cadet
Department: California Highway Patrol
- (12) **CASE NO. 06-3886N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (13) **CASE NO. 06-4179N**
Classification: Cadet
Department: California Highway Patrol

(14) CASE NO. 06-3663N

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

(15) CASE NO. 06-3786N

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

(16) CASE NO. 06-4106N

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

(17) CASE NO. 06-3760N

Classification: Correctional Officer

Department: California Department of Corrections and Rehabilitation

B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

CASES HEARD BY A STAFF HEARING OFFICER

(1) CASE NO. 06-2003N

Classification: Cadet

Department: California Highway Patrol

(2) CASE NO. 07-1038N

Classification: Correctional Officer

Department: Department of Corrections & Rehabilitation

(3) CASE NO. 06-4248N

Classification: Cadet

Department: California Highway Patrol

(4) CASE NO. 07-1561N

Classification: Correctional Officer

Department: Department of Corrections & Rehabilitation

DISMISSED CASES

(1) CASE NO. 08-0687N

Classification: Correctional Officer

Department: Department of Corrections and
Rehabilitation

**C. EXAMINATION APPEALS, MINIMUM QUALIFICATIONS, MERIT
ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

NONE

**D. RULE 211 APPEALS, RULE 212 OUT OF CLASS APPEALS,
VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

RULE 211

NONE

RULE 212

NONE

VOIDED APPOINTMENT

(1) CASE NO. 06-2818N

Classification: Driver Safety Officer

Department: Department of Motor Vehicles

**E. REQUEST TO FILE CHARGES CASES, PETITION FOR
REHEARING**

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

NONE

31. NON-HEARING AGENDA

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing. Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII of the California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend that the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

(1) ALTERNATE RANGE CRITERIA (ARC) 20, 103, 137, 381, 412

Proposed revisions to the Alternate Range Criteria for Industrial Relations Representative, ARC 20, Workers' Compensation Assistant, ARC 103, Retirement Program Specialist I, ARC 137, Actuarial Assistant Trainee, CalPERS, ARC 381, and Pension Program Analyst, ARC 412. The revisions are patterned after the recent changes made to Staff Services Analyst (General) Alternate Range Criteria and will allow for the effective recruitment of college graduates.

**(2) CASE RECORDS TECHNICIAN AND SUPERVISING
CASE RECORDS TECHNICIAN, DEPARTMENT OF
CORRECTIONS AND REHABILITATION**

Proposed corrections to the Case Records Technician and Supervising Case Records Technician, original board item on the July 8, 2008 SPB Agenda.

**(3) RECEIVER'S CLINICAL EXECUTIVE (SAFETY),
DEPARTMENT OF CORRECTIONS AND
REHABILITATION**

The Department of Corrections and Rehabilitation proposes to establish a new safety classification, Receiver's Clinical Executive (Safety), with a one year probationary period.

**(4) RECEIVER'S PROJECT MANAGER, DEPARTMENT OF
CORRECTIONS AND REHABILITATION**

The Department of Corrections and Rehabilitation proposes to establish a new classification, Receiver's Project Manager, with a one year probationary period.

**B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO
INCUMBENTS FOR MORE THAN TWO YEARS.
DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE
APPROPRIATE UNION HAVE NO OBJECTION TO THE
ABOLISHMENT OF THESE CLASSES.**

**THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND
STATE PERSONNEL BOARD** proposes to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

Title	Class Code
Agriculture Program Supervisor II (Market News)	1650
Education Project Specialist III –Various Projects-	2646
Education Project Specialist II –Various Projects-	2651
Field Representative, School Administration (Supervisory)	2585
Mobilehome Registration Supervisor I	8945

Program Director –Mental Disabilities Programs-	8269
Program Assistant –Mental Disabilities Programs-	8267
Associate Programmer Analyst (Supervisor)	1580
Senior Marketing Specialist	0212
Chief Administrative Law Judge, Department of Health Services	6132
Systems Software Specialist I (Supervisory)	1588
Window Cleaner Supervisor	2036
Senior Transportation Rate Expert	4522

32. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions. The first section lists position actions that have been proposed and are currently under consideration. Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Consulting Services Division of the State Personnel Board, and the department proposing the action. To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication. In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board. The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION

(1) PRIVACY AND SECURITY OFFICER

The California Public Employees' Retirement System (CalPERS) proposes to allocate the above position to the CEA category. The Privacy and Security Officer will have responsibility for overseeing the development, implementation, and management of the CalPERS Enterprise Privacy Protection and Security Program.

(2) CHIEF E-HEALTH STANDARDS BRANCH

The California Health and Human Services Agency proposes to allocate the above position to the CEA

category. The Chief E-Health and Human Services Agency will have responsibility to formulate, analyze, revise, interpret and evaluate program and fiscal policy as they relate to privacy and security standards for the electronic exchange of personal health information and the Health Insurance Portability and Accountability Act (HIPAA). Will provide critical subject matter expertise in the areas of health information privacy and security in the support of the Governor's executive orders regarding health information technology and exchange.

(3) ASSISTANT DIRECTOR, OFFICE OF HEALTH INFORMATION INTEGRITY

The California Health and Human Services Agency proposes to redirect a CEA position from Chief, Health Insurance Portability and Accountability Act (HIPAA) Implementation to Assistant Director of the Office of Health Information Integrity (CalOHII). The proposed position provides both operational and policy direction to the Branch Chiefs of the E-Health Standards and HIPAA Implementation Branches. The position will set statewide policy for the electronic exchange of personal health information.

(4) CHIEF, ADMINISTRATIVE LAW JUDGE

The Department of Alcoholic Beverage Control proposes to allocate the above position to the CEA category. The Chief ALJ will serve in a high administrative and policy influencing capacity with significant responsibility for formulating ABC goals, policies and business objectives as it relates to the administrative hearing process.

(5) DIRECTOR, ADMINISTRATIVE SUPPORT

The California Department of Corrections and Rehabilitation Plata Medical Services proposes to allocate the above position to the CEA category. This position will have responsibility and full accountability for all administrative support functions and staff including fiscal and budgets, contracts, procurement, business services and health care data and provider services. This position is charged with creating and managing an organizational structure and policies and protocols that facilitate the accomplishment of the Receiver's goals and objectives as outlined in his Turnaround Plan of Action.

(6) UNDERSECRETARY, CORRECTIONS SERVICES

The California Department of Corrections and Rehabilitation Plata Medical Services proposes to allocate the above position to the CEA category. This position will have responsibility and full accountability for all custody related activities in the Receiver's seven new health care facilities. This position is charged with creating and managing an organizational structure with new policies and protocols to carry out the Receiver's objectives as outlined in his Turnaround Plan of Action.

(7) ACTIVATION TEAM SUPERINTENDENT OF CORRECTIONS SERVICES (7 POSITIONS)

The California Department of Corrections and Rehabilitation Plata Medical Services proposes to allocate the above seven positions to the CEA category. These positions will have responsibility and full accountability for all facility-specific activation related activities at one of the Receiver's seven new health care facilities and eventually, will be considered to serve as the permanent Superintendent of that facility. This position is charged with creating and managing an organizational structure with new policies and protocols to carry out the Receiver's objectives as described in his Turnaround Plan of Action. Upon activation, it is anticipated that this position will serve as the principal policy maker and program chief for all activities in the new facility.

(8) CHIEF, ENTERPRISE ARCHITECTURE AND CHANGE MANAGEMENT

The California Department of Corrections and Rehabilitation Plata Medical Services proposes to allocate the above position to the CEA category. This position provides leadership, guidance, and strategic direction to staff, serves as the principal policymaker with regard to the development, implementation, and on-going support and maintenance of information technology staffing, enterprise architecture, strategic plan, change management strategies and planning, and governance.

(9) DIRECTOR, REHABILITATION SERVICES

The California Department of Corrections and Rehabilitation Plata Medical Services proposes to allocate the above position to the CEA category. This position will have responsibility and full accountability for all security

services in the Receiver's seven new health care facilities and eventually, in the new agency, California Prison Health Care Services. This position is charged with creating and managing an organizational structure with new policies and protocols to carry out the Receiver's objectives as outlined in his Turnaround Plan of Action.

(10) DIRECTOR, SECURITY SERVICES

The California Department of Corrections and Rehabilitation Plata Medical Services proposes to allocate the above position to the CEA category. This position will have responsibility and full accountability for all rehabilitative services in the Receiver's seven new health care facilities and eventually, in the new agency, California Prison Health Care Services. This position is charged with creating and managing an organizational structure with new policies and protocols to carry out the Receiver's objectives as outlined in his Turnaround Plan of Action.

(11) DIRECTOR, CLASSIFICATION AND CASE RECORDS SERVICES

The California Department of Corrections and Rehabilitation Plata Medical Services proposes to allocate the above position to the CEA category. This position will have responsibility and full accountability for all classification and case records services in the Receiver's seven new health care facilities and eventually, in the new agency, California Prison Health Care Services. This position is charged with creating and managing an organizational structure with new policies and protocols to carry out the Receiver's objectives as outlined in his Turnaround Plan of Action.

B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS

(1) CHIEF, INTERNAL AUDITS

The California Department of Public Health's request to allocate the above position was approved effective July 23, 2008.

(2) DEPUTY COMPTROLLER

The California Housing Finance Agency's request to allocate the above position was approved effective July 23, 2008.

(3) DIRECTOR OF FISCAL OPERATIONS

The California Department of Food and Agriculture's request to allocate the above position was approved effective July 23, 2008.

(4) CHIEF, INVESTIGATIONS BRANCH

The California Department of Social Service's request to allocate the above position was approved effective July 23, 2008.

(5) CHIEF, DIVISION OF ENTERPRISE

The Department of Transportation's request to allocate the above position was approved effective August 8, 2008.

(6) DEPUTY DIRECTOR, FACILITY MANAGEMENT

The California Department of Corrections and Rehabilitation Plata Medical Service's request to allocate the above position was approved effective August 8, 2008.

(7) DEPUTY DIRECTOR, SUPPORT OPERATIONS

The California Department of Corrections and Rehabilitation Plata Medical Service's request to allocate the above position was approved effective August 8, 2008.

(8) DEPUTY DIRECTOR, TRANSITION PLANNING

The California Department of Corrections and Rehabilitation Plata Medical Service's request to allocate the above position was approved effective August 8, 2008.

(9) DEPUTY DIRECTOR, INFORMATION TECHNOLOGY

The California Department of Corrections and Rehabilitation Plata Medical Service's request to allocate the above position was approved effective August 8, 2008.

(10) DEPUTY DIRECTOR, HUMAN RESOURCES

The California Department of Corrections and Rehabilitation Plata Medical Service's request to allocate the above position was approved effective August 8, 2008.

A D J O U R N M E N T



MEMORANDUM

DATE: September 3, 2008

TO: STATE PERSONNEL BOARD

FROM: CHILA SILVA-MARTIN, Consulting Services Division

SUBJECT: NON-HEARING AGENDA ITEMS FOR BOARD ACTION

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

(1) ALTERNATE RANGE CRITERIA (ARC) 20, 103, 137, 381, 412

Proposed revisions to the Alternate Range Criteria for Industrial Relations Representative, ARC 20, Workers' Compensation Assistant, ARC 103, Retirement Program Specialist I, ARC 137, Actuarial Assistant Trainee, CalPERS, ARC 381, and Pension Program Analyst, ARC 412. The revisions are patterned after the recent changes made to Staff Services Analyst (General) Alternate Range Criteria and will allow for the effective recruitment of college graduates.

(2) CASE RECORDS TECHNICIAN AND SUPERVISING CASE RECORDS TECHNICIAN, DEPARTMENT OF CORRECTIONS AND REHABILITATION

Proposed corrections to the Case Records Technician and Supervising Case Records Technician, original board item on the July 8, 2008 SPB Agenda.

(3) RECEIVER'S CLINICAL EXECUTIVE (SAFETY), DEPARTMENT OF CORRECTIONS AND REHABILITATION

The Department of Corrections and Rehabilitation proposes to establish a new safety classification, Receiver's Clinical Executive (Safety), with a one year probationary period.

(4) RECEIVER'S PROJECT MANAGER, DEPARTMENT OF CORRECTIONS AND REHABILITATION

The Department of Corrections and Rehabilitation proposes to establish a new classification, Receiver's Project Manager, with a one year probationary period.

B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD proposes to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

<u>Title</u>	<u>Class Code</u>
Agriculture Program Supervisor II (Market News)	1650
Education Project Specialist III –Various Projects-	2646
Education Project Specialist II –Various Projects-	2651
Field Representative, School Administration (Supervisory)	2585
Mobilehome Registration Supervisor I	8945
Program Director –Mental Disabilities Programs-	8269
Program Assistant –Mental Disabilities Programs-	8267
Associate Programmer Analyst (Supervisor)	1580
Senior Marketing Specialist	0212
Chief Administrative Law Judge, Department of Health Services	6132
Systems Software Specialist I (Supervisory)	1588
Window Cleaner Supervisor	2036
Senior Transportation Rate Expert	4522

TO: STATE PERSONNEL BOARD

FROM: Joey Herrera
Staff Personnel Program Analyst
Department of Personnel Administration

REVIEWED BY: Belinda Collins, Chief
Classification and Compensation Division
Department of Personnel Administration

SUBJECT: Revisions to the Alternate Range Criteria for Industrial Relations Representative, Workers' Compensation Assistant, Retirement Program Specialist I, Actuarial Assistant Trainee, CalPERS, Pension Program Analyst

SUMMARY OF ISSUES:

Proposed revisions to Alternate Range Criteria 20, 103, 137, 381, and 412, affiliated with department specified classes for various departments. The proposed revisions are patterned after the recent changes made to Staff Services Analyst (General) Alternate Range Criteria and will allow for the effective recruitment of college graduates.

CONSULTED WITH:

Joey Herrera, Department of Personnel Administration
Barbara Hudson, Department of Personnel Administration
Daphne Baldwin, State Personnel Board
Elena Romano, CalPERS
Valerie Gutierrez, CalSTRS
Pat Chestnut, Industrial Relations

In accordance with the terms of the Department of Personnel Administration (DPA) and SEIU contract, DPA has notified the union in writing of this proposal.

CLASSIFICATION CONSIDERATIONS:

On July 10, 2007, the State Personnel Board adopted revisions to the Staff Services Analyst (General) class to allow for the effective recruitment of college graduates. This item proposes similar revisions to Industrial Relations Representative, Workers' Compensation Assistant, Retirement Program Specialist I, Actuarial Assistant Trainee, CalPERS, and Pension Program Analyst to enhance the recruitment of college

graduates. It is critical the Departments maintain these classifications because the duties performed and the education required are essential to the work performed.

Specific changes include the following:

Amend the Alternate Range Criteria (ARC) for Industrial Relations Representative, Workers' Compensation Assistant, Retirement Program Specialist I, Actuarial Assistant Trainee, CalPERS, and Pension Program Analyst to enhance recruitment of college graduates.

RECOMMENDATIONS:

Effective October 1, 2008, the following recommendations are adopted by the State Personnel Board.

1. That the proposed Alternate Range Criteria for the classes Industrial Relations Representative, Workers' Compensation Assistant, Retirement Program Specialist I, Actuarial Assistant Trainee, CalPERS, and Pension Program Analyst as shown in this calendar be adopted.
2. That the Alternate Range Criteria for these classes be amended as follows:

INDUSTRIAL RELATIONS REPRESENTATIVE – ALTERNATE RANGE CRITERIA 20

- Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B or Range C.
- Range B. This range shall apply to persons who have satisfactorily completed the equivalent of six months of Industrial Relations Representative, Range A experience.
- Range C. This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who have satisfactorily completed the equivalent of 12 months of Industrial Relations Representative (Range B) experience or 18 months of Industrial Relations Representative experience.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

**WORKER'S COMPENSATION ASSISTANT –
ALTERNATE RANGE CRITERIA 103**

- Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B or Range C.
- Range B. This range shall apply to persons who have satisfactorily completed the equivalent to six months of Workers' Compensation Assistant, Range A experience or may apply to persons who have one year of nonclerical State or private employment experience performing duties similar to those of Workers' Compensation Assistant.
- Range C. This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who have satisfactorily completed the equivalent of 12 months of Workers' Compensation Assistant, Range B, experience or may apply to persons who have two years of nonclerical State or private employment experience performing duties similar to those of Workers' Compensation Assistant.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

**RETIREMENT PROGRAM SPECIALIST I –
ALTERNATE RANGE CRITERIA 137**

- Range A. This range shall apply to persons who do not meet the criteria for Range B or Range C.
- Range B. This range shall apply to persons who have satisfactorily completed the equivalent of six months of Retirement Program Specialist I, Range A, and to persons who have the equivalent of six months of satisfactory experience outside of State service performing public retirement program duties similar to those of a Retirement Program Specialist I.
- Range C. This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who have satisfactorily completed the equivalent of 12 months of Retirement Program Specialist I, Range B, experience or 18 months of Retirement Program Specialist I

experience and to persons who have the equivalent of 18 months of satisfactory experience outside of State Service performing public retirement program duties similar to those of Retirement Program Specialist I.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

ACTUARIAL ASSISTANT TRAINEE, CalPERS – ALTERNATE RANGE CRITERIA 381

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and comparable in type and quality to that of Actuarial Assistant Trainee, CalPERS.

- Range A. This range shall apply to persons who do not meet the criteria for range B or Range C.
- Range B. This range shall apply to persons who have satisfactorily completed the equivalent of six months of Actuarial Assistant Trainee, CalPERS, Range A experience or to persons who have the equivalent of six months of satisfactory experience outside the State service performing pension actuarial duties similar to those of Actuarial Assistant Trainee, CalPERS, or to persons who have completed at least ten percent (10%) of the examination credits required for attainment of an Associateship in the Society of Actuaries.
- Range C. This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent of 12 months of Actuarial Assistant Trainee, CalPERS (Range B), experience or to persons who have the equivalent of 18 months of satisfactory experience outside the State service performing pension actuarial duties similar to those of Actuarial Assistant Trainee, CalPERS, or to persons who have completed at least twenty percent (20%) of the examination credits required for attainment of an Associateship in the Society of Actuaries.

When the requirements for the particular criteria are met and the recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.676.

**PENSION PROGRAM ANALYST –
ALTERNATE RANGE CRITERIA 412**

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and comparable in type and quality to that of a Pension Program Analyst.

- Range A. This range shall apply to persons who do not meet the criteria for Range B or Range C.
- Range B. This range shall apply to persons who have satisfactorily completed either: (1) six (6) months of analytical experience equivalent to that of a Pension Program Analyst, Range A, or (2) six (6) months of experience outside of California state service performing analytical duties equivalent to the level of a Pension Program Analyst, Range A.
- Range C. This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed either: (1) twelve (12) months of analytical experience equivalent to the level of a Pension Program Analyst, Range B, or (2) eighteen (18) months of experience outside of California state service performing analytical duties equivalent to the level of a Pension Program Analyst.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except for movement to Range C, the provisions of DPA Rule 599.676 shall apply.

TO: STATE PERSONNEL BOARD

FROM: Sandi Sale, Personnel Program Advisor
Department of Personnel Administration

REVIEWED BY: Belinda Collins, Chief, Classification and Compensation Division
Department of Personnel Administration

SUBJECT: Proposed correction to the Case Record Technician and Supervising
Case Records Technician Board Item

SUMMARY OF ISSUES:

The Department of Personnel Administration (DPA) is requesting to amend the above item to delete the Division of Juvenile Parole Operations that was inadvertently included in the original board item on July 8, 2008, and a few minor corrections to existing classification titles.

BACKGROUND:

The 5-member Board adopted the new classification of Case Records Technician including the Supervising Case Records Technician classification at its July 8, 2008 board meeting. It was recently determined that there were clerical errors within the original item, thus DPA is requesting to amend the board item.

The DPA requests that the following recommendations and resolutions be adopted at its September 3, 2008 board meeting. The corrected errors are noted in underline and strike out.

RECOMMENDATIONS:

That the following resolution be adopted:

1. That the following resolutions be adopted effective July 8, 2008:

WHEREAS the State Personnel Board on July 8, 2008, established the classes indicated below in Column II; and the duties and responsibilities of these classes were substantially included in the existing classes indicated below in Column I; and

WHEREAS the knowledge and abilities required for the classes indicated in Column II were substantially tested for in the examinations held for the classes listed in Column I: Therefore, be it

RESOLVED, That any person in the Department of Corrections and Rehabilitation Division of Adult Institutions, Division of Adult Parole Operations, Division of Juvenile Facilities, Division of Juvenile Programs, ~~Division of Juvenile Parole Operations~~, and Adult and Juvenile Facilities with civil service status in one of the classes indicated in Column I on July 8, 2008, performing case records work, shall be reallocated to the appropriate class as indicated in Column II and hereby granted the same civil service status in that class without further examination.

COLUMN I

Office Assistant (General) Range A
Range B

Office Assistant (Typing) Range A
Range B

Word Processing Technician, Range A
Word Processing Technician, Range B

Program Technician
Program Technician II

Office Technician (General)
Office Technician (Typing)

Office Services Supervisor II (General)

COLUMN II

Case Records Technician, Range A
Case Records Technician, Range B

Case Records Technician, Range A
Case Records Technician, Range B

Case Records Technician, Range B
Case Records Technician, Range B

Case Records Technician, Range B
Case Records Technician, Range C

Case Records Technician, Range C
Case Records Technician, Range C

Supervising Case Records Technician

2. WHEREAS Footnote 21 was added to the class of Case Records Technician to designate it as a deep class; and

WHEREAS Title 2, California Code of Regulations, Section 431 states "Unless otherwise provided by resolution of the Board, the maximum rate of the lowest salary range currently authorized for a class is used to make salary comparisons;" and

WHEREAS alternate ranges within the new class of Case Records Technician are being established parallel to the existing classes of Office Assistant (General and Typing), Word Processing Technician II, Office Technician (General and Typing) Program Technician and Program Technician II; and

WHEREAS placement in the alternate range of the class of Case Records Technician represents recognition of a higher level of knowledge, skill, ability, experience, or eligibility which each appointee can acquire through experience in the class of Case Records Technician; and

WHEREAS as the result of a permanent appointment to each alternate range, an appointee gains status in the range to which he/she is appointed, as though each range is a separate class by qualifying for placement in that range through transfer, reinstatement, demotion, or satisfying the alternate range criteria: Therefore be it

RESOLVED, That salary Ranges A, B and C for the class of Case Records Technician, may be used individually as if each represents the salary range of a separate class to make salary comparisons for discretionary actions between the class of Case Records Technician and other classes; and be it further

RESOLVED, That for the class of Case Records Technician, the maximum currently authorized for Range C of the class shall be the salary range used to make salary comparisons for mandatory actions.

TO: STATE PERSONNEL BOARD

FROM: Karen Coffee, Chief HR Planning and Innovation
Plata Support Division
California Department of Corrections and Rehabilitation

SUBJECT: Proposed establishment of a new safety classification, Receiver's Clinical Executive (Safety), with a one year probationary period.

SUMMARY OF ISSUES:

Federal Court Receiver Clark Kelso requests the establishment of a classification entitled Receiver's Clinical Executive (Safety) in order to create a clinical management structure within the California Department of Corrections and Rehabilitation's adult institutions. Positions within this class may be assigned as the statewide Chief or Assistant Chief in any of the following programs: Pharmacy, Radiology, Laboratory, Optometry, Podiatry, Respiratory, Dietary, and Rehabilitation Services.

CONSULTED WITH:

Daphne Baldwin, State Personnel Board
Julie Chambers, Department of Personnel Administration
Linda Buzzini, California Prison Health Care Program
John Hagar, California Prison Health Care Program
Dr. Terry Hill, California Prison Health Care Program

BACKGROUND:

On February 14, 2006, the United States District Court for the Northern District of California appointed Receiver Robert Sillen and set forth his duties in the Order Appointing Receiver ("Order").

The Order confers responsibility upon the Receiver to manage the California prison medical health care delivery system with the goal of restructuring the day-to-day operations and developing, implementing and validating a new, sustainable system that provides for constitutionally-adequate medical care as soon as practicable.

To this end, the Receiver has the Court ordered duty:

"...to control, oversee, supervise and direct all administrative, personnel, financial, accounting, contractual, legal and other operational functions of the medical delivery component of CDCR."
(Order Appointing Receiver, p.2, lines 15-17)

The Order further provides the Receiver:

“...shall exercise all powers vested by law in the Secretary of CDCR as they relate to the administration, control and management, operation and financing of the California prison medical health care system.” (Order Appointing Receiver, lines 4-7)

Among the Receiver’s specified powers are:

“...the ability to hire, fire, suspend, supervise, promote, transfer, discipline and take all other personnel actions regarding CDCR employees or contract employees who perform services related to the delivery of medical health care.” (Order Appointing Receiver, p.4, lines 13-17)

The Order also empowers the Receiver to:

“...establish personnel policies and to create, abolish or transfer positions related to the delivery of medical health care to class members.”

On July 3, 2007, an Order Re Receiver’s Motion for Waiver of State Law re Receiver’s Career Executive Assignments was issued, which recognized that:

“...the lack of medical leadership has...profound consequences for the delivery of medical care...[and] remedying the unconstitutional medical conditions within CDCR will necessarily require the infusion of new medical care executives/administrators who are well qualified and committed to revamping the current dysfunctional system and establish a culture of competence and professionalism.” (Order Re Receiver’s Motion Re...Receiver Career Executive Assignments, p.5, lines 16-20)

“...the Receiver can only succeed in this goal if he is able to hire medical health care executives/administrators through an open, competitive process that includes applicants from inside or outside State service.”

The Court ordered the Receiver and State Personnel Board (SPB) to meet and confer, and thereafter submit a joint report regarding whether they were able to agree upon “a mechanism for hiring medical health care executives/administrators for the CDCR” consistent with its Order.

On August 20, 2007, the SPB and Receiver entered into a stipulation regarding a mechanism for satisfying the objectives of the Receiver and the legitimate concerns raised by the Receiver and the SPB, in a manner consistent with the California Constitution. On September 11, 2007, the stipulation was adopted as an order of the Court.

The Receiver's Clinical Executive (Safety) classification is the fourth classification to be developed under the auspices of this order. This broad class encompasses licensed clinical assignments as the statewide Chief and Assistant Chief of the following programs: Pharmacy, Radiology, Laboratory, Optometry, Podiatry, Respiratory, Dietary, and Rehabilitation Services.

Incumbents in this class direct the development and implementation of clinical programs and administrative policies, staffing plans, training and educational programs, and formulate and make or recommend decisions regarding budgetary matters.

The classification includes minimum education, licensure and experience requirements, desirable qualifications, special personal characteristics, special physical characteristics, and core competencies identified by subject matter experts as essential to successful job performance.

SAFETY DESIGNATION:

The Receiver's Clinical Executive (Safety) is proposed as a "Safety" classification as all incumbents will have regular and substantial contact with inmates including private meetings with inmates; are responsible for maintaining the safety of persons and property; maintaining order and supervising the conduct of inmates; maintaining security in working areas and with regard to medication and work materials; inspecting premises for contraband, such as weapons or illegal drugs; observing and intervening in inmate behavior that may signal disruptive or assaultive behavior; and, taking steps to defuse potentially volatile situations.

PROBATIONARY PERIOD:

A one year probationary period is appropriate for this class due to the professional nature of the job duties and the annual cyclical nature of some key job duties such as budget preparation and management.

SELECTION AND APPOINTMENT CONSIDERATIONS:

Initial examination and appointment into the class will be based on the degree to which candidates possess or exceed the minimum qualifications and desirable education, experience, and licensure requirements. Possession of core competencies will be assessed during the hiring process as well as during any

limited term appointment and the one year probationary period, the final phase of the selection process. Individuals who are successful in the minimum and desirable qualifications based examination may be appointed to various types of assignments within the class. Per the aforementioned order, the Receiver may "...appoint individuals from the list...either permanently...or on a limited term basis for up to two years."

RECOMMENDATION:

That the classification of Receiver's Clinical Executive (Safety) be established with a one-year probationary period; and that the proposed specification as shown in this calendar be adopted effective September 3, 2008.

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code:
Class Code:
Established: _____
Revised: --
Title Changed: --

RECEIVER'S CLINICAL EXECUTIVE (SAFETY)

SCOPE

This specification describes clinical executive positions with comprehensive management responsibility for delivery of clinical patient care. Positions within this class may be assigned as the statewide Chief or Assistant Chief in any of the following programs: Pharmacy, Radiology, Laboratory, Optometry, Podiatry, Respiratory, Dietary, and Rehabilitation Services. Positions allocated to this classification have regular and substantial contact with inmates, including private meetings with inmates; are responsible for maintaining the safety of persons and property; maintaining order and supervising the conduct of inmates; maintaining security in working areas and with regard to medication and work materials; inspecting premises for contraband, such as weapons or illegal drugs; observing and intervening in inmate behavior that may signal disruptive or assaultive behavior; and taking steps to defuse potentially volatile situations.

TYPICAL TASKS

Under the direction of the federal court Receiver (or designee), the Chief Executive Officer, Medical Services and the Director, Clinical Operations positions in this class serve as the highest and second highest clinical managers in their respective discipline within the California Department of Corrections and Rehabilitation, adult institutions and are responsible for essential components of comprehensive clinical care being delivered 24-hours per day and 7 days per week; manage and coordinate the given clinical service; plan for service delivery in any new facilities; participate in the development of enterprise-wide health information technology; ensure that practices comply with appropriate standards to deliver evidence-based, patient-centered care; ensure that institutions statewide have implemented an effective system that certifies competence to perform clinical duties; ensure that all services and patient record keeping are in compliance with federal and state laws and regulations; provide direct supervision of staff; functionally supervise regional and/or institutional managers of their clinical discipline regarding standards of practice, optimal medical work processes, and achievement thereof; participate in the selection of the institutional managers and recommend the appointment of candidates to the hiring authority;

develop and monitor performance expectations; perform competency assessments; mentor and coach clinical personnel throughout the state; assist in evaluating staff and recommend corrective and adverse action to the hiring authority; develop and maintain ongoing programs to deliver, monitor, evaluate, and improve the quality and appropriateness of clinical care within their discipline; responsible for continuous quality improvements and sustainable constitutional levels of clinical care; ensure that clinical services are well-functioning and that the timely delivery of patient care is available to all patients in accordance with appropriate standards of care; provide guidance and direction to subordinates in carrying out their responsibilities to ensure an even flow of work assignments, personnel, and patients; ensure and maintain required documentation for compliance with pertinent licensing, regulatory and legal requirements; ensure compliance with safety, environmental and infection control standards; develop, implement, maintain and enforce clinical service policies, procedures and protocols; direct the development and implementation of clinical service staffing plans; ensure that all employees are properly oriented, trained, and that annual competencies, certifications, and licensure and education requirements are current; enhance professional growth and development of department staff through participation in educational programs, current literature, in-service meetings and workshops; compile and prepare reports and analyses reflecting volume of work, procedures utilized and output results and setting forth progress, adverse trends and appropriate recommendations and/or conclusions; assess and communicate recommendations for utilization of space, space needs, personnel and other resources as needed to meet patient needs; evaluate and recommend supplies, new equipment purchase selection and technologies; formulate and assist with the formulation of operational and capital budgets, negotiate and manage contracts with vendors as needed to ensure adequate care; make decisions or effectively recommend a course of action with regard to management of the clinical budget; participate in space and program planning for any new health care facilities; participate in planning for new information technology solutions and serve as subject matter expert as needed; serve on interdisciplinary clinical committees as requested; develop and foster collaboration with medical staff, nursing, other clinical departments, and custody staff to ensure an integrated and coordinated approach to providing services and resolution of complaints or problems.

MINIMUM QUALIFICATIONS

Possession of a current and unencumbered license or credential appropriate for the given discipline, e.g., license or certification by the California Board of Pharmacy, American Registry of Radiologic Technology (AART), California Department of Public Health Laboratory Field Services, California Board of Optometry, California Board of Podiatric Medicine, California Board of Respiratory Care, Commission on Dietetic Registration, California Board of Physical Therapy,

California Board of Occupational Therapy, California Board of Speech-Language Pathology and Audiology. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.)

and

Five years of clinical experience appropriate for the given discipline in a comprehensive medical setting, at least two years of which must have been over a defined program with full authority to hire, evaluate, conduct quality reviews, and have responsibility for practical practice development and discipline.

ADDITIONAL DESIRABLE QUALIFICATIONS

Clinical experience in a correctional facility; and experience in health care program design and development.

REQUIRED CORE COMPETENCIES

Professional/technical expertise: Is comprehensively knowledgeable of the most current information, techniques, practices, laws, and regulations of the field; has clear developmental record of formal and on-the-job acquisition of knowledge and skills of the occupation; uses knowledge and judgment in applying appropriate methods and techniques to ensure speed, quality, and consistency in work products; and handles the most challenging tasks requiring technical expertise.

Customer and patient focus: Shows interest in and understanding of the needs, expectations, and circumstances of internal and external customers and patients at the individual, group, or organizational level; explores options and pursues solutions to resolve issues of customers or patients; is responsive, pleasant, and professional; looks at the organization and its services from the customer's and patient's point of view; and seeks and uses customer and patient feedback to improve services or products.

Teamwork: Understands his/her role on the team, yet does whatever is needed to make the team successful; helps team members who need or ask for support or assistance; puts team results ahead of personal success; brings out the best in others on the team; and shares credit for group accomplishments.

Valuing diversity: Sees the benefit of having differing backgrounds and points of view in the workplace, and leverages those differences in group processes and decision making; and supports professional development and career opportunity equally for all.

Managing performance: Sets and aligns individual performance goals with the goals of the unit; involves employees in setting their performance goals; ensures employees have the means and skills to

accomplish their goals; tracks and measures individual and unit performance; provides ongoing feedback; treats all employees in an objective and consistent manner; and intervenes to correct poor performance, following steps of progressive discipline.

Leadership: Creates a positive work environment in which all staff are motivated to do their best; ensures that clear, challenging, and attainable goals are set for a group and that these goals are aligned with the goals of the organization/department; ensures that the importance and benefits of goals and methods are understood and accepted by those who will carry them out; and conveys confidence and optimism in the group's ability to overcome obstacles and accomplish its goals.

Planning and organizing: Determines the logically necessary sequence of activities and the efficient level of resources needed to achieve a goal; recognizes and addresses the interdependencies of activities and resources; clarifies roles and responsibilities; anticipates problems and mitigates risks; and produces a realistic schedule of completion.

Organizational savvy: Understands the inner workings and interrelationships of the organization; knows whose support is needed to cut red tape; gets things done through formal channels and informal networks; maintains good working relationships with key players throughout the organization; and aligns and maneuvers organizational resources and internal politics skillfully to solve problems or accomplish goals.

Process improvement: Knows how to separate and combine activities into efficient workflow; benchmarks best practices in the industry; knows what to measure and how to measure it for tracking quality, quantity, schedule, resource utilization, and customer feedback; knows how to identify process problems and opportunities for improvement and simplification; and leverages technology.

Developing others: Coaches others regardless of performance level; shows insight into causes of poor performance and how performance can be improved; shares knowledge and expertise willingly; offers on-going feedback, suggestions, and encouragement; acknowledges progress and growth; and supports others' career development plans.

Managing change: Understands the dynamics of organizational change; knows and guides the planning, process changes, role redefinition, retraining, incentive, and communication steps in transitioning from one organizational state to another; involves key stakeholders in planning and decision making; maintains a high level of communication about the reasons, benefits, opportunities, and difficulties of change; and encourages others and supports them through the transition.

Strategic view: Focuses on the future and where current trends will lead; understands the factors that are shaping the industry and

anticipates the opportunities that will be opening and closing; keeps an eye on the big picture and long-range possibilities and implications; and makes, evaluates, and revises long-range plans and goals taking into consideration the organization's core competencies, customers, competition, available resources, and strengths and weaknesses.

Assessing Talent: Understands and recognizes the qualities that differentiate highly successful employees from the average ones; is an astute observer of others' performance; shows skill in asking questions and eliciting detailed and accurate information regarding others' capabilities and weaknesses; and reaches well-articulated conclusions regarding others' strengths and developmental needs.

Relationship Building: Develops and maintains work relationships and continuously works to improve relationships, contacts, and network; maintains an open and approachable manner and easily builds rapport with others; respects others regardless of differences in interest, perspectives, background, and organizational level; and treats others sensitively, fairly, and consistently.

Negotiating: Gains rapport and trust from other parties; works from a strong knowledge base; wins concessions from others; seeks mutually agreeable trade-offs in deal-making; questions and counters others' proposals without damaging relations; holds ground appropriately; and knows how to walk away amicably with the best deal possible.

Handling Conflict: Deals with interpersonally and/or politically challenging situations calmly and diplomatically, diffusing tension; thoughtfully intervenes in conflicts to facilitate communication and resolve problems, finding common ground when possible; and handles complaints and disputes with composure and tact.

Oral Communication: Uses correct vocabulary and grammar; presents information clearly and in an organized manner; gets to the point; questions others skillfully; recognizes nonverbal cues in listeners and adjusts speech and tone accordingly; adjusts word choice according to the audience and purpose; and uses tone, inflection, pauses, and body language for increased impact.

SPECIAL PERSONAL CHARACTERISTICS

Incumbents must possess the willingness to work in a correctional facility; possess a sympathetic and objective understanding regarding the problems of inmate-patients; and be tactful and patient.

SPECIAL PHYSICAL CHARACTERISTICS

Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates, or the public.

ASSIGNMENT DESCRIPTIONS WITHIN THE CLASSIFICATION

Pharmacy. Pharmacy services are provided via licensed pharmacies in local institutions supported by headquarters pharmacy leadership and the statewide Pharmacy and Therapeutics Committee. Pharmacy executives are responsible for statewide procurement and for a statewide coordinated system for inventory control, distribution and storage of all medications in compliance with federal and state laws and regulations, as well as for the planning, operations, policy, personnel, quality, and financial functions described above.

Radiology. Radiology services include general radiography, fluoroscopy, computed tomography, magnetic resonance, ultrasound, and mammography. Radiology executives are responsible for ensuring an integrated and coordinated approach to meeting patients' radiology needs through a combination of stationary and mobile, on-site and off-site equipment, staff, and providers increasingly supported by telemedicine and health information technology; for ensuring that engineering and maintenance services are adequate; and for the planning, operations, policy, personnel, quality, and financial functions described above.

Laboratory. Laboratory services include phlebotomy and other sample collection procedures, transfusion management, and analysis via chemistry, hematology, microbiology, histology and cytology. Laboratory executives are responsible for ensuring that patients' laboratory needs are met through an integrated combination of equipment, staff, and providers, both on-site and off-site; for ensuring that engineering and maintenance services are adequate; and for the planning, operations, policy, personnel, quality, and financial functions described above.

Optometry. Optometry services are provided to patients primarily on-site. Optometry executives are responsible for ensuring that patients' optometry needs are met; for ensuring that optometry and ophthalmology services are integrated; and for the planning, operations, policy, personnel, quality, and financial functions described above.

Podiatry. Podiatry services are provided to patients primarily on-site. Podiatry executives are responsible for ensuring that patients' podiatry needs are met; for ensuring that podiatrists work in concert with primary care providers, surgeons, nurses, and other staff; and

for the planning, operations, policy, personnel, quality, and financial functions described above.

Respiratory. Respiratory care services are provided onsite or off-site to patients with acute or chronic respiratory conditions. Respiratory care executives are responsible for ensuring that patients' respiratory care needs are met; for ensuring that respiratory therapists work in concert with primary care providers, medical specialists, nurses, and other staff; and for the planning, operations, policy, personnel, quality, and financial functions described above.

Dietary. Dietary services encompass oversight of nutritional programs and individual patient dietary care. Dietary executives are responsible for ensuring that patients' nutritional and dietary care needs are met; for ensuring that dietitians work in concert with primary care providers, medical specialists, nurses, and other staff; and for the planning, operations, policy, personnel, quality, and financial functions described above.

Rehabilitation. Rehabilitation services encompass physical therapy, occupational therapy, speech therapy, audiology, and recreational therapy services, that may be provided onsite or off-site to enable patient recovery or maintenance of function. Rehabilitation services executives are responsible for ensuring that patients' rehabilitation needs are met; for ensuring that rehabilitation staff members work in concert with primary care providers, physiatrists, nurses, and other staff; and for the planning, operations, policy, personnel, quality, and financial functions described above.

TO: STATE PERSONNEL BOARD

FROM: KAREN COFFEE, Chief
HR Planning and Innovation
Plata Personnel Services
California Department of Corrections and Rehabilitation

SUBJECT: REQUEST TO ESTABLISH A NEW CLASSIFICATION, RECEIVER'S
PROJECT MANAGER

SUMMARY OF ISSUES:

The federal Receiver requests the establishment of a new classification, Receiver's Project Manager. This competency-based classification encompasses assignments managing information technology, clinical and general projects at institutions, regional, and statewide offices. Establishment of this classification will create a cadre of full-time well-trained project managers who can oversee the successful management of nearly one hundred projects that will bring health care at the Department of Corrections and Rehabilitation up to constitutionally acceptable standards.

CONSULTED WITH:

Clark Kelso, California Prison Health Care Receivership Corp.
John Hummel, California Prison Health Care Receivership Corp.
Jamie Mangrum, California Prison Health Care Services
Joan Ysunza, California Prison Health Care Services
Toni Frederickson, California Prison Health Care Services
Daisy McKenzie, California Prison Health Care Services
Daphne Baldwin, State Personnel Board
Julie Chambers, Department of Personnel Administration

BACKGROUND:

In 2001 a class action lawsuit (*Plata v. Schwarzenegger*) was brought against the State of California in federal court, over the quality of medical care in the state's prison system. The court found that the medical care provided by the Department of Corrections and Rehabilitation was a violation of the Eighth Amendment of the U.S. Constitution, which forbids cruel and unusual punishment of the incarcerated. The state settled the suit in 2002, agreeing to a range of remedies that would bring prison medical care in line with constitutional standards. The state failed to comply with the courts direction and in June, 2005, Judge Thelton E. Henderson established a Receivership to oversee medical care operations in the prison system.

The Receiver has laid out his approach to fix the healthcare problem via his Plan of Action (POA) dated May 2007 and his Turnaround Plan of Action (TPA) dated June 6, 2008. In his TPA, the Receiver has identified areas for remediation in the next 36 months. These include, “begin to bring information technology (IT) in prisons into the 21st century”, as well as other initiatives that have an IT component: construction of up to 5,000 medical and 5,000 mental health beds statewide, launch of an asthma initiative, conduct assessments of clinical and support space needs at individual institutions, recruitment of qualified, dedicated medical professionals, continuation of the San Quentin project, expansion of access to care, and improvement in working conditions.

JUSTIFICATION:

Due to the urgency to implement the TPA and turn the healthcare system around, it is necessary to establish a project manager classification. This broad class will include project managers for information technology, clinical, and general projects. Minimum qualifications will focus on project management experience and skills and testing will be open to applicants within and outside of state government.

In the last several years, information technology projects, specifically, have been highlighted in the media for particular failures of high profile projects. The number one factor appears to be a lack of project management skills within the State’s workforce. As a result, it has become common practice to outsource this function to consultants that may not have the level of subject matter expertise essential for the State’s project management needs.

The June 4, 2007, Plata federal court document, established 18 projects identified specifically in the medical care system that are under court order. Many of these projects overlap the current list of sixty six (66) projects ranging in category from: Information Technology (IT), clinical, clinical operations, construction, administration, etc... Eleven of the sixty-six projects are in full implementation, while another fifty-five (55) projects await initiation over the next 1-4 years.

Currently, the Receiver uses Project Managers procured through the State contracting process as a means of providing limited and expensive staffing to accomplish the court mandated mission. As a result, the department will encumber \$3,632,000 based on the 11 projects in implementation with untold millions based on the 55 projects still awaiting initiation.

The development, management, and implementation of these projects require establishing a statewide industry standard project management methodology based on the Project Management Body of Knowledge (PMBOK) as defined by the Project Management Institute – (PMI). The introduction of a Project Manager classification will allow for full project life-cycle compliance including responsibility to monitor and manage, change, dependencies, and risks.

Many of these projects are long-term, complex, and diverse in their dependencies which, in turn, require proficiency and strong understanding of all aspects of project management. The expertise required to manage and oversee projects is based on a skill set that is different from anything described in any current class specification.

Without this classification the State of California will continue to pour money into an already broken system, with a reliance on short term contractors who have no vested interest in the completion of the overall mission of the Receiver. There is an obligation to the taxpayers of the State of California to deliver the most cost effective, efficient, results in a timely manner.

SELECTION CONSIDERATIONS

Individuals from within and outside state government can be equally qualified to perform the duties of this class. Therefore, there is only one minimum qualification pattern for the classification that applies equally to internal and external competitors. It is anticipated that initial selection into the class will be based on a competitive assessment of each candidate's background experiences and education supplemented by an assessment of competencies during the probationary period.

STATUS CONSIDERATIONS

None. Any current state employee who meets the minimum qualifications will be eligible to compete in an examination and, if successful, receive consideration for appointment to the classification.

RECOMMENDATION:

That the classification of Receiver's Project Manager be established with a one-year probationary period; and that the proposed specification as shown in this calendar be adopted effective September 3, 2008.

Receiver's Project Manager CLASSIFICATION PROPOSAL CONCEPT

Part A

1. Briefly describe the objectives and responsibilities of the program in which the subject class(es) will be used.

The CDCR Division of Healthcare Services (CDCR DHCS) provides for the detection, diagnosis, treatment, and referral of inmates with medical health problems and assists each facility during all stages of each inmate's period of incarceration. CDCR currently delivers healthcare services to approximately 175,000 inmate -patients in thirty three institutions throughout the state. The scope of the healthcare mission includes dental care, primary care, acute and urgent care, chronic care management, long -term care, hemodialysis, physical therapy and rehabilitation, and infirmary -level care. Cases requiring specialty consultation or complex management are seen remotely by telemedicine or are referred to neighboring medical/dental offices or hospitals.

In June, 2005, Judge Thelton E. Henderson established a Receivership to oversee medical care operations in the prison system. It is the Receiver's mission to establish a prison medical care system in California that meets constitutional standards.

Lack of central management and planning, old and dysfunctional facilities as well as antiquated information technology and other infrastructure were cited as factors contributing to the unacceptably poor level of prison health care. Because the CDCR's healthcare information technology infrastructure has suffered from a decade of neglect, the current network is insufficient to support communications among institutions which has created a deficit in the tracking of medical treatment.

The program currently utilizes Access databases throughout the state at each institution to track medical health services to inmates. These databases are stand alone systems developed for use at that particular institution with no capability to integrate with the other databases throughout the state. Currently these databases are backed up daily on a flash drive. Since these individual databases can not communicate with one another, paper transfer of medical information upon movement of an inmate is delayed or doesn't occur. Additionally, the nature of this record keeping system is fragmented, pieces of records exist in different places, records are re-created because the information within the record is sketchy or non-existent and cannot be trusted by a treating clinician. This environment creates a recipe for disaster for inmate healthcare, rampant costs per inmate due to the redundancy and in some cases, unnecessary deaths.

Because of the urgency of the Receiver's mission it is imperative to create an effective healthcare information technology infrastructure to support the emerging

Receiver's Project Manager CLASSIFICATION PROPOSAL CONCEPT

healthcare environment. Through the ongoing development of numerous projects, which include: design, pilot, and implement an integrated health information system(s) including network infrastructure, electronic health records and data repository, patient scheduling and tracking, disease registry, medical management including utilization management, decision support, performance measurement, and reporting that supports safe, effective, timely, and cost-efficient, patient centered care, just to name a few.

The June 4, 2007, Plata federal court document, established 18 projects identified specifically in the medical care system that are under court order. Many of these projects overlap the current list of sixty six (66) projects ranging in category from: Information Technology (IT), clinical, clinical operations, construction, administration, etc... Eleven of the sixty-six projects are in full implementation, while another fifty-five (55) projects await initiation over the next 1-4 years.

Currently, the Receiver uses Project Managers procured through the State contracting process as a means of providing limited and expensive staffing to accomplish the court mandated mission. As a result, the department will encumber \$3,632,000 based on the 11 projects in implementation with untold millions based on the 55 projects still awaiting initiation.

The development, management, and implementation of these projects require establishing a statewide industry standard project management methodology based on the Project Management Body of Knowledge (PMBOK) as defined by the Project Management Institute – (PMI) The introduction of a Project Manager classification will allow for full project life-cycle compliance; responsibility to monitor and manage, change, dependencies, risks.

Many of these projects are long-term, complex, and diverse in their dependencies which, in turn, require proficiency and strong understanding of all aspects of project management. The expertise required to manage and oversee projects is based on a skill set that is different from anything described in any current class specification.

Without this classification the State of California will continue to pour money into an already broken system, with a reliance on short term contractors who have no vested interest in the completion of the overall mission of the Receiver. There is an obligation to the taxpayers of the State of California to deliver the most cost effective, efficient, results in a timely manner. With that in mind, the establishment of a Project Manager classification will not only benefit the Department of Corrections & Rehabilitation, California Prison Health Care Receivership but could benefit other State agencies facing similar obstacles.

Receiver's Project Manager CLASSIFICATION PROPOSAL CONCEPT

2. What are the current responsibilities of the subject class(es) in this setting?

When developing a new classification where no individuals have been hired to perform the described functions, it is not possible to do a formal job analysis with no subject matter experts and no incumbents. An internet search was conducted for available Project Manager jobs and job descriptions. Information from the U. S. Office of Personnel Management as well as draft material created by the Receiver's corporation's first Chief Information Officer was also reviewed. Finally, as listed elsewhere in this proposal, existing state classifications were reviewed. Two managers who work in Information Technology Services served as consultants; however, neither was a qualified subject matter expert as a project manager. Working with existing materials, a draft specification was prepared consisting of all tasks thought to be important and all competencies required to successfully perform those tasks and that could logically be linked to the tasks. These competencies were drawn from the taxonomy originally developed by the Los Angeles Unified School District and adopted for use by CPHSC, and are consistent with the personal competencies of the Project Management Institute. This listing, included in the class specification, represents the consensus of the Information Technology and Human Resources staff who participated in this process. This information was reviewed by the Chief Information Officer, who has supervised Project Managers and managed projects. It was the consensus opinion of the three IT individuals and the personnel staff that the specification is an accurate description of important tasks and related competencies and that nothing important had been left out. For a class with no incumbents and no true subject matter experts, this is a reasonable and professionally acceptable approach to establishing the job relatedness of the specification.

The important tasks of the project manager are as follows:

The project manager oversees all aspects of one or more projects using planning, monitoring and controlling processes. The project manager is responsible for development/scoping of services, launch, direction and coordination of multiple staff, activities, and project phases, assigns project priorities on work to be performed, monitors progress of all jobs, sets deadlines, assigns staff, summarizes progress of the project, coordinates communications among staff and external consultants, resolves scheduling and technical problems, ensures timely completion of projects within fiscal resources, makes policy recommendations to management on sensitive or complex issues, works with control agencies to comply with state administrative requirements and to resolve budgetary, staffing and other issues. The class encompasses multiple

Receiver's Project Manager CLASSIFICATION PROPOSAL CONCEPT

types and complexity of project assignments in institutional, regional, or statewide offices.

3. Based on your responses to numbers 1 and 2, above, what has changed; or, what has created the need for this proposal?

The lack of response to previous audit findings within CDCR to address deficiencies has resulted in a standard of healthcare below acceptable industry and community levels.

In 2001 a class action lawsuit (*Plata v. Schwarzenegger*) was brought against the State of California in federal court, over the quality of medical care in the state's prison system. The court found that the medical care provided by the Department of Corrections and Rehabilitation was a violation of the Eighth Amendment of the U.S. Constitution, which forbids cruel and unusual punishment of the incarcerated. The state settled the suit in 2002, agreeing to a range of remedies that would bring prison medical care in line with constitutional standards.

However, the state failed to comply with the courts direction and in June, 2005, Judge Thelton E. Henderson established a Receivership to oversee medical care operations in the prison system.

The Receiver has laid out his approach to fix the healthcare problem via his Plan of Action (POA) dated May 2007. In his POA, the Receiver has identified the following areas for remediation in the next 36 months. These include: begin to bring information technology (IT) in prisons into the 21st century, construction of up to 5,000 medical and 5,000 mental health beds statewide, launch of an asthma initiative, conducting assessments of clinical and support space needs at individual institutions, recruitment of qualified, dedicated medical professionals, continuation of the San Quentin project, expansion of access to care and improvement in working conditions.

Due to the urgency to implement the Plan of Action and turn the healthcare system around, it is necessary to establish a project manager classification. This broad class would include project managers for information technology, clinical, and general projects. Minimum qualifications will focus on project management experience and skills and testing will be open to applicants within and outside of state government.

In the last several years, information technology projects, specifically, have been highlighted in the media for particular failures of high profile projects. The number one factor appears to be a lack of project management skills within the State's workforce. As a result, it has become common practice to outsource this

Receiver's Project Manager CLASSIFICATION PROPOSAL CONCEPT

function to consultants that may not have the level of subject matter expertise essential for the State's project management needs.

The scale of the projects to be undertaken to correct the IT healthcare systems within CDCR (per the federal court mandates) will require highly skilled staff. Staff must be able to manage information technology, clinical, and general projects of any size up to and including comprehensive projects that will involve intense scrutiny by the administration, the public, the courts, and the media.

4. What is the specific classification action you are proposing, and why?

This proposal requests the creation of a new classification of Receiver's Project Manager. Similar to the Receiver's Career Executive Assignment (RCEA) classifications, this proposed class encompasses a broad range of project management assignments including information technology, clinical, and general projects, can be used in a variety of settings such as institutions, regional, and statewide offices, and is competency based. All project managers would have the knowledge, communication, analytical and problem solving skills required to manage multiple complex projects and tasks. All project managers will have specific project management training and experience and will be engaged full time in project management activities. The technical project manager would also need to have an extensive IT background and understand the complexity and nature of all aspects of an information technology project conducted within a clinical setting. The clinical project manager skill set would include clinical experience in addition to special training in project management. The general project manager skill set would reflect the standard created by the Project Management Institute.

Allocation of positions to the Receiver's Project Manager classification will be determined by training, education, experience, type of projects, scope and geographical disbursement of projects, budget, and strategic value of projects. To meet the goals of the Receiver and federal court mandates, a new classification must be developed. By creating a classification specific to project management DCHCS IT will be able to compete in the statewide employee marketplace with not only other State Agencies but County, City and Non-Profit healthcare systems that have already created the role of a Project Manager in their IT staffing plans.

A review of city, county and non-profit organizations, indicates that project management classifications exist and testing is done on a frequent basis. These entities are able to recruit specifically for the skill set required for their project management needs.

Receiver's Project Manager CLASSIFICATION PROPOSAL CONCEPT

5. What other classification alternatives have you considered, and why are they not appropriate?

The Department of General Services has a Project Director class series that is specifically limited to capital outlay projects. The Little Hoover Commission has a class of Project Manager I and II that are used to coordinate commission studies and produce written reports. In 2005, the Department of Transportation proposed the establishment of a department specific Transportation Project Manager classification to manage capital outlay transportation projects. At the time, the Department of Personnel Administration did not support the establishment of a department specific classification and indicated that they would be establishing a service-wide classification. This did not happen. Currently, there is no classification available to the Health Care Division, California Department of Corrections and Rehabilitation that describes project management duties and skill sets.

Most departments utilize Associate Information Systems Analyst (technical), Staff Services Manager's, Peace Officers and other miscellaneous classifications for project managers. The HR Modernization group (and many state departments) has resorted to use of Career Executive Assignment (CEA) positions. These classifications do not require specific expertise in project management; training is informal and ad hoc; and generally employees come from within state government. Additionally, for IT, a program often offers a "project manager" to provide the leadership on complex projects in conjunction with information technology staff. Departments realize the need for formal project management but have been unable to recruit for the actual project management skill set within State service because it is not delineated in any class specification. Because of this, departments utilize important technical resources for project management with relatively poor effectiveness. Most program staff has little or no training in project management and are given the responsibility without the skills to ensure that the project(s) will be successful.

6. Are there any salary changes or implications to this proposal? If so, what are they?

Salaries of Technical Project Managers and Clinical Project Managers typically in the industry are higher than General Project Managers; however, there are special levels of PM's within a Project Management Office, PM Expert and Operational workflow PM. Typically a PM is in the same salary range of a CMSE (Certified Microsoft Services Engineer), CCE, (Cisco Certified Engineer) or CISSP (Certified Information Systems Security Professional). A salary survey will be conducted and staff will work with the Department of Personnel Administration to develop salaries for this classification.

Receiver's Project Manager CLASSIFICATION PROPOSAL CONCEPT

7. Are there any specific MQ or status issues not already discussed in the concept paper? If so, what are they?

Responsibilities of the class include the oversight of all aspects of one or more projects using planning, monitoring and controlling processes. The project manager is responsible for development/scoping of services, launch, direction and coordination of multiple staff, activities, and project phases, assign project priorities on work to be performed, monitor progress of the project, jobs, set deadlines, assign staff and summarize progress of the project, coordinates communications among staff and external consultants, resolves scheduling and technical problems, ensures timely completion of projects within fiscal resources, makes policy recommendations to management on sensitive or complex issues, works with control agencies to comply with state administrative requirements and to resolve budgetary, staffing and other issues. The class encompasses multiple types and complexity of project assignments in institution, regional, or statewide offices.

CLASSIFICATION CONSIDERATIONS

Instructions: Complete after if Concept (Part A) is approved by DPA. Answer all applicable questions, providing enough information to support your proposal. Return this with a signed transmittal form to your DPA and SPB Analysts.

Background

1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.

Please see item 1, Part A

Classification Considerations

2. What classification(s) does the subject class(es) report to?

Project Management Officer (CEA)

3. Will the subject class(es) supervise? If so, what class(es)?

It is not anticipated that most positions will supervise staff. Rather, they will work collaboratively with other CPHCS staff to ensure the timely completion of projects. Individuals assigned to this class may supervise clerical, analyst, or lower level IT staff.

4. What are the specific duties of the subject class(es)?

Please see item 2, Part A

5. What is the decision-making responsibility of the subject class(es)?

The level of decision-making responsibility will vary with the specific assignment and the skills of each incumbent. Generally, the level will be quite high, as is expected of any manager, but will be subject to collaborative review and consultation with other CPHCS executives and the Project Management Officer.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

The projects that will be managed by these incumbents contribute to the creation of a constitutionally acceptable system of prison health care. Depending upon the size and scope of an individual's portfolio, consequences could be delays that affect other programs, loss of funding, reduced administration, legislative, and/or court confidence, negative media attention, adverse public reaction, embarrassment to the fReceiver and the federal court, compromised public safety, or needless loss of human lives.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

Incumbents in this class are expected to break down problems into components and recognize interrelationships; show insight into the root-causes of problems or issues; use all pertinent facts and data; generate a range of alternative solutions and courses of action with benefits, costs, and risks associated with each; and evaluate the chosen course of action after it has been implemented in order to determine its efficacy. The

level of analytical skills required is high; however, greater emphasis is placed on managerial competencies.

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

Incumbents in this class could have contact with any and all of the following: federal court Receiver and the Receiver's Chief of Staff, CPHCS executive management, CDCR executive management, the State CIO, executive manager at DOF, DGS, DTS, executive managers in other state's prison systems, vendors and contractors, the public, the media, members of the legislature or the administration, and representatives of community groups. The purposes of these contacts are numerous and can include: providing requested information, answering questions, seeking information, resolving problems, status reports on progress or issues

Need for New Class (if necessary)

9. For new classes only: what existing classes were considered and why were they not appropriate?

Please see item 5, Part A

Minimum Qualifications

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

Please refer to draft class specification. The minimum qualifications were established based on subject matter judgment, ie. consultation with the Chief Information Officer and in consideration of industry standards. There is no internal versus external pattern as there are no individuals within state government whose experience would make them differently qualified from outside competitors.

Probationary Period

☐ The probationary period is six months

11. If a probationary period other than six months is proposed, what is the rationale?

A one year probation is proposed as this is a managerial classification and the ability to perform the full scope of responsibilities could not be assessed without a full annual cycle.

Status Considerations

12. What is the impact on current incumbents?

There are no current incumbents

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

N/A

Consulted With

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

Please refer to the board item

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code:	LQ94
Class Code:	7578
Established:	_____
Revised:	--
Title Changed:	--

RECEIVER'S PROJECT MANAGER

SCOPE

This specification describes a class used by the Health Care Services Division, California Department of Corrections and Rehabilitation, and the California Prison Health Care Services for managing information technology, clinical, and other projects.

DEFINITION OF THE CLASS

Under general direction, the project manager oversees all aspects of one or more projects using planning, monitoring, and controlling processes. The project manager is responsible for development/scoping of services, launch, direction and coordination of multiple staff, activities, and project phases; assigns project priorities on work to be performed; monitors progress of all jobs; sets deadlines; assigns staff; summarizes progress of the project; coordinates communications among staff and external consultants; resolves scheduling and technical problems; ensures timely completion of projects within fiscal resources; makes policy recommendations to management on sensitive or complex issues; works with control agencies to comply with state administrative requirements; and resolves budgetary, staffing and other issues. The class encompasses multiple types and complexity of project assignments in institutional, regional, or statewide offices.

FACTORS AFFECTING POSITION ASSIGNMENT

Assignments within the class are determined by individual's breadth, depth, and type of experience; demonstrated level of independence of action and decision-making; scope of past responsibility and complexity of assignments; and fiscal implications, organizational impact, public and media sensitivity, and risk assessment.

DEFINITIONS OF ASSIGNMENTS

The entry assignments in this class are characterized by close supervision of incumbents, project oversight, and management of the less complex and less sensitive projects. Types of projects assigned are smaller, single institution, or well defined projects, or portions of larger projects.

The journey assignments in this class are characterized by general supervision of incumbents and oversight and management of major projects from the planning phase through the design and implementation phases.

Journey project managers may be responsible for several projects, the number of which depends upon their size and complexity. Incumbents in journey assignments may act independently as the Department's representative with consulting firms and are responsible for ensuring that the final product reflects the original scope and budget requirements. Incumbents manage projects that are more difficult than entry assignments.

Incumbents in advanced journey assignments will supervise or manage the most complex and sensitive projects. These projects typically receive scrutiny by the courts and the media and have statewide impact. Many advanced journey projects, by virtue of their size and complexity may require the assistance of other projects managers. Advanced journey project managers have the authority to act independently or as a team leader representing the Department with consulting firms and are responsible for ensuring that the final product of the project or program reflects the original scope and budget requirements. Incumbents are responsible for preparing, or directing the preparation of, policy recommendations to top management on the most sensitive issues related to the Division's projects, or on particularly complex projects, performing the lead role in developing and implementing solutions to difficult issues and problems, representing the Department in the selection, fee negotiations, contract terms and provisions, award, and administration of contracts for information technology projects in accordance with state requirements and good business practices.

REQUIRED CORE COMPETENCIES

Oral Communication: Uses correct vocabulary and grammar; presents information clearly and in an organized manner; gets to the point; questions others skillfully; recognizes non-verbal cues in listeners and adjusts speech and tone accordingly; adjusts word choice according to the audience and purpose; and uses tone, inflection, pauses, and body language for increased impact.

Influencing: Persuades others to consider and adopt a new position or attitude on a topic; convincingly explains the benefits of a course of action or advantages over alternatives, providing examples to illustrate points; shows enthusiasm and belief in what he/she proposes; and persists tactfully in promoting a position, adjusting style to fit the situation.

Initiative and Innovativeness: Readily spots/identifies current and potential problems and opportunities for improvement; sees old problems in a new light; creates novel, resourceful, or imaginative approaches to problems or opportunities; and takes action to implement solutions and improvements.

Managing Change: Understands the dynamics of organizational change; knows and guides the planning, process changes, role redefinition, retraining, incentive, and communication steps in transitioning from one organizational state to another; involves key stakeholders in planning and decision-making; maintains a high level of communication about the reasons, benefits, opportunities, and difficulties of change; and encourages others and supports them through the transition.

Customer Focus: Shows interest in and understanding of the needs, expectations, and circumstances of internal and external customers at the individual, group, or organizational level; explores options and pursues solutions until customers are satisfied; is responsive, pleasant, professional, and ready to do business with; looks at the organization and its services from the customer's point of view; and seeks and uses customer feedback to improve services or products.

Professional/Technical Expertise: Is comprehensively knowledgeable of the most current information, techniques, practices, laws, and regulations of the field; has clear developmental record of formal and on-the-job acquisition of knowledge and skills of the occupation; uses knowledge and judgment in applying appropriate methods and techniques to ensure speed, quality, and consistency in work products; and handles the most challenging tasks requiring technical expertise.

Teamwork: Understands his/her role on the team, yet does whatever is needed to make the team a success; helps team members who need or ask for support or assistance; puts team results ahead of personal success; brings out the best in others on the team; and shares credit for group accomplishments.

Leadership: Creates a positive work environment in which all staff are motivated to do their best; ensures that clear, challenging, and attainable goals are set for a group and that these goals are aligned with the goals of the organization; ensures that the importance and benefits of goals and methods are understood and accepted by those who will carry them out; and conveys confidence and optimism in the group's ability to overcome obstacles and accomplish goals.

Planning and Organizing: Determines the logically necessary sequence of activities and the efficient level of resources needed to achieve a

goal; recognizes and addresses the interdependencies of activities and resources; clarifies roles and responsibilities; anticipates problems and mitigates risks; and produces a realistic schedule of completion.

Process Improvement: Knows how to separate and combine activities into efficient workflow; benchmarks best practices in the industry; knows what to measure and how to measure it for tracking quality, quantity, schedule, resource utilization, and customer feedback; knows how to identify process problems and opportunities for improvement and simplification; and leverages technology.

Organizational Savvy: Understands the inner workings and interrelationships of the organization; knows whose support is needed to cut red tape; gets things done through formal channels and informal networks; maintains good working relationships with key players throughout the organization; and aligns and maneuvers organizational resources and internal politics skillfully to solve problems or accomplish goals.

Strategic view: Focuses on the future and where current trends will lead; understands the factors that are shaping the industry and anticipates the opportunities that will be opening and closing; keeps an eye on the big picture and long-range possibilities and implications; and makes, evaluates, and revises long-range plans and goals taking into consideration the organization's core competencies, customers, competition, available resources, and strengths and weaknesses.

MINIMUM QUALIFICATIONS

Completion of all certificate requirements and coursework for the Project Management Professional Certificate issued by the Project Management Institute or similar recognized Project Management program.

and

Three years of increasingly responsible experience that shall have been in the capacity of a full-time project manager of large or complex information technology, clinical or general management projects that demonstrated expertise, proficiency, and understanding of all aspects of project management.

and

Education: Equivalent to graduation with a Bachelors degree from a recognized college or university. (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis.)

DESIRABLE QUALIFICATIONS

Possession of a valid Project Management Professional Certificate issued by the Project Management Institute or similar certificate from a recognized Project Management program.

Experience working in a health care or correctional setting.

TO: STATE PERSONNEL BOARD

FROM: Dave Rechs, Staff Personnel Program Analyst
Classification and Compensation Division

REVIEWED BY: Belinda Collins, Chief
Classification and Compensation Division

SUBJECT: Abolishment of Vacant Civil Service Classes

SUMMARY OF ISSUES:

In the interest of maintaining the State's overall classification plan, the Department of Personnel Administration and State Personnel Board propose to abolish the following thirteen vacant classifications. These classes have gone unused for more than twenty-four months, and their future use is not anticipated. Since some of these classifications are part of a series, we have included the class specifications in the board item.

CONSULTED WITH:

Daphne Baldwin, State Personnel Board

All pertinent exclusive representatives have been noticed regarding this proposed class abolishment and there have been no objections.

RECOMMENDATIONS:

That effective September 3, 2008, the below civil service classes listed in this calendar be abolished.

Title	Class Code
Agriculture Program Supervisor II (Market News)	1650
Education Project Specialist III-Various Projects-	2646
Education Project Specialist II-Various Projects-	2651
Field Representative, School Administration (Supervisory)	2585
Mobilehome Registration Supervisor I	8945
Program Director -Mental Disabilities Programs-	8269
Program Assistant -Mental Disabilities Programs-	8267
Associate Programmer Analyst (Supervisor)	1580
Senior Market Specialist	0212
Chief Administrative Law Judge, Department of Health Services	6132
Systems Software Specialist I (Supervisory)	1588
Window Cleaner Supervisor	2036
Senior Transportation Rate Expert	4522

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

AGRICULTURE PROGRAM SUPERVISOR (VARIOUS CLASSES)
Series Specification
(Established January 8, 1985)

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
AB16	1608	Agriculture Program Supervisor I (Inspection Services)
AB14	1609	Agriculture Program Supervisor II (Inspection Services)
AR20	1650	Agriculture Program Supervisor II (Market News)
AA44	1610	Agriculture Program Supervisor II (Pest Management)
AA50	1611	Agriculture Program Supervisor III (Chemistry Laboratory Services)
AA55	1612	Agriculture Program Supervisor III (Pest Management)
AA60	1613	Agriculture Program Supervisor III (Pest Prevention)
AA65	1614	Agriculture Program Supervisor IV (Pest Management)
AA70	1615	Agriculture Program Supervisor IV (Pest Prevention)

DEFINITION OF SERIES

The Agriculture Program Supervisor classes perform a variety of tasks related to agriculture program administration. In the course of these activities, Agriculture Program Supervisors plan, organize, and direct the work of staffs in a variety of program settings; evaluate program effectiveness and recommend appropriate courses of action; interpret laws, rules, and regulations, and recommend policies; advise and assist in the formulation of rules, regulations, and program plans; provide technical consultation and staff assistance to industry advisory boards and commissions; coordinate program activities with Federal, State, and county agencies; evaluate staff performance and take or recommend action; assist the Branch Chief with administrative duties including planning and preparation of the budget and expenditure and revenue control.

FACTORS AFFECTING POSITION ALLOCATION

Factors that affect the level of positions include: scope and complexity of program responsibility; degree of responsibility for policy formulation and implementation; geographic area of responsibility; sensitivity of program; consequence of error;

supervisory responsibility including size of permanent and seasonal staffs and degree of responsibility for local and Federal employees; amount of budget.

DEFINITION OF LEVELS

AGRICULTURE PROGRAM SUPERVISOR I (VARIOUS CLASSES)

Under general direction, incumbents plan, organize, and direct the work of staffs administering nonscientific technical agriculture programs. Incumbents are at least second level supervisors. Responsibilities include technical and staff services functions and are characterized by one of the following criteria:

1. Responsible for a regional area (one-third of the State) of a large well-defined statewide program.
2. Responsible for a small, well-defined statewide program.

AGRICULTURE PROGRAM SUPERVISOR II (VARIOUS CLASSES)

Under general direction, incumbents plan, organize, and direct the work of staffs administering comprehensive agriculture programs. Incumbents are at least second level supervisors. Responsibilities include technical and staff services functions and are characterized by one of the following criteria:

1. Responsible for a geographic area (half of the State) of a scientific enforcement program.
2. Responsible for a small, highly visible nonscientific program requiring development of program definition, policy, and resources.
3. Responsible for a large, well-defined nonscientific statewide program.

AGRICULTURE PROGRAM SUPERVISOR III (VARIOUS CLASSES)

Under general direction, incumbents plan, organize, and direct the work of staffs administering complex agriculture programs. Incumbents are at least second level supervisors. Responsibilities include technical and staff services functions and are characterized by one of the following criteria:

1. Responsible for a moderate well-defined statewide program with diverse technical/professional staff.

2. Responsible for a statewide component of a scientific program; supervises a small professional staff; and serves as a technical consultant.

AGRICULTURE PROGRAM SUPERVISOR IV (VARIOUS CLASSES)

Under general direction, incumbents have full program administration and supervision responsibilities for the most sensitive, complex agriculture programs. Incumbents are at least second level supervisors. Programs deal with a highly sensitive/controversial subject matter, require technical knowledge and staff services skills, and are characterized by one of the following criteria:

1. Responsible for a large or major geographic area (half of the State) in scientific programs with large technical/professional staffs.
2. Responsible for a large statewide inspection, regulatory, and enforcement program through multilevel subordinate supervisors and a large homogenous technical staff.
3. Responsible for a small, scientific program supervising a multidisciplinary technical/professional staff.

SCOPE OF AGRICULTURE PROGRAM SUPERVISOR CLASSES

INSPECTION SERVICES

Incumbents in this parenthetical specialty are distinguished from other Agriculture Program Supervisors by being required to direct enforcement, inspection, and certification activities for fruits, nuts, vegetables, eggs, grain, and other commodities.

CHEMISTRY LABORATORY SERVICES

Incumbents in this parenthetical specialty are distinguished from other Agriculture Program Supervisors by being required to direct and coordinate statewide laboratory service activities for chemical analysis on agricultural food and feed products and for agricultural chemicals, residues, and contaminants.

~~MARKET NEWS~~

~~Incumbents in this parenthetical specialty are distinguished from other Agriculture Program Supervisors by being required to direct the activities of a statewide agricultural program involving market news for agricultural commodities.~~

PEST MANAGEMENT

Incumbents in this parenthetical specialty are distinguished from other Agriculture Program Supervisors by being required to direct activities in the enforcement of pesticide use and safety, evaluation of the impact of pesticides on the environment, and pesticide registration and pesticide enforcement.

PEST PREVENTION

Incumbents in this parenthetical specialty are distinguished from other Agricultural Program Supervisors by being required to direct the activities of pest control and eradication and pest exclusion, detection, and emergency eradication projects.

MINIMUM QUALIFICATIONS

AGRICULTURE PROGRAM SUPERVISOR I (INSPECTION SERVICES)

Either I

One year of experience in the California state service performing duties pertaining to fresh products or grain inspection in a class at a level of responsibility equivalent to a Fruit and Vegetable Quality Control Supervisor II.

Or II

Two years of experience in the California state service performing duties pertaining to fresh products or grain inspection in a class at a level of responsibility equivalent to a Fruit and Vegetable Quality Supervisor I.

Or III

Experience: Four years of progressively responsible experience performing duties in enforcement, inspection, and certification of State or Federal laws and regulations on fruits, nuts, vegetables, honey, eggs, grain, and other commodities, one year of which must have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must have been in a class with a level of responsibility equivalent to a Fruit and Vegetable Quality Control Supervisor II.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for education on a year-for-year basis.)

AGRICULTURE PROGRAM SUPERVISOR II (INSPECTION SERVICES)

Either I

One year of experience in the California state service performing the duties of an Agriculture Program Supervisor I (Inspection Services).

Or II

Two years of experience in the California state service performing the duties pertaining to fresh products, grain, or egg quality inspection in a class at a level of responsibility equivalent to a Fruit and Vegetable Quality Control Supervisor II.

Or III

Experience: Four years of progressively responsible experience performing duties in enforcement, inspection, and certification of State or Federal laws and regulations on fruits, nuts, vegetables, grain, honey, eggs, and other commodities, one year of which must have been in a supervisory capacity performing a broad range of supervisory duties including budget planning and preparation and evaluation of staff and program performance. [Experience in the California state service applied toward this requirement must have been in a class with a level of responsibility equivalent to an Agriculture Program Supervisor I (Inspection Services).] and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for education on a year-for-year basis.)

~~AGRICULTURE PROGRAM SUPERVISOR II (MARKET NEWS)~~~~Either I~~

~~Two years of experience in the California state service performing duties pertaining to the administration of market news programs and the development and dissemination of basic marketing information for agricultural commodities in a class at a level of responsibility equivalent to Senior Marketing Specialist.~~

~~Or II~~

~~Experience: Four years of progressively responsible experience in one or a combination of the following fields, one year of which must have been in a supervisory capacity performing a broad range of supervisory duties, including budget planning and preparation and evaluation of staff and program performance. (Experience in California state service applied toward this requirement must have been in a class with a level of responsibility equivalent to Senior Marketing Specialist.)~~

- ~~1. Federal or State market news service for agricultural commodities;
-or~~
- ~~2. Research or statistical analysis in the marketing of agricultural commodities; -or~~

~~3. Agricultural commodity marketing on a large commercial scale in a position comparable to a jobber, wholesaler, broker, car lot shipper, or buyer; or~~

~~4. Agricultural economics.~~

and

~~Education: Equivalent to graduation from college with major work in agricultural economics or economics, or in agriculture with a minimum of twelve semester units in agricultural economics. (Additional qualifying experience may be substituted for the required education on a year for year basis.)~~

AGRICULTURE PROGRAM SUPERVISOR II (PEST MANAGEMENT)

Either I

One year of experience in the California state service performing duties pertaining to pesticide enforcement, pest management, registration, or worker health and safety in a class at a level of responsibility equivalent to a Supervising Pesticide Use Specialist.

Or II

Two years of experience in the California state service performing duties pertaining to pesticide enforcement, pest management, registration, or worker health and safety in a class at a level of responsibility equivalent to a Senior Pesticide Use Specialist.

Or III

Experience: Four years of progressively responsible experience in work pertaining to: pesticide enforcement, pest management, registration, or worker health and safety, one year of which must have been in a supervisory capacity, performing a broad range of supervisory duties including budget planning and preparation and evaluation of staff and program performance. (Experience in the California state service applied toward this requirement must have been in a class with a level of responsibility equivalent to a Supervising Pesticide Use Specialist.) and

Education: Equivalent to graduation from college with major work in either a physical or life science.

AGRICULTURE PROGRAM SUPERVISOR III (CHEMISTRY LABORATORY SERVICES)

Either I

One year of experience in the California state service performing the duties of ~~an Agriculture~~ a Supervising Chemist III.

Or II

Two years of experience in the California state service performing the duties of ~~an Agriculture~~ a Chemist, Range C II.

Or III

Experience: Four years of increasingly responsible professional chemical experience, preferably in analytical chemistry, including at least two years related to agricultural chemicals or products and two years in a supervisory capacity. (Experience in the California state service applied toward this requirement must include two years performing professional duties in a class with a level of responsibility equivalent to a Agricultural Supervising Chemist III.)

(One year of postgraduate training in chemistry or a closely related field may be substituted for one year of the required nonspecified experience.) and

Education: Equivalent to graduation from college with major work in chemistry or biochemistry.

AGRICULTURE PROGRAM SUPERVISOR III (PEST MANAGEMENT)

Either I

One year of experience in the California state service performing duties pertaining to pesticide enforcement, pest management, registration, or worker health and safety in a class at a level of responsibility equivalent to a Senior Environmental Hazards Specialist-IV Research Scientist (Specialist) or Senior Environmental Research Scientist (Supervisor).

Or II

Two years of experience in the California state service performing duties pertaining to pesticide enforcement, pest management, registration, or worker health and safety in a class at a level of responsibility equivalent to an Associate Environmental Hazards Specialist-III Research Scientist.

Or III

Experience: Four years of progressively responsible experience in work pertaining to pesticide enforcement, pest management, registration, or worker health and safety, two years of which shall have been in a supervisory capacity. +[Experience in the California state service applied toward this requirement must have been in a class with a level of responsibility equivalent to a Senior Environmental Hazards Specialist-IV Research Scientist (Specialist) or a Senior Environmental Research Scientist (Supervisor).+] and

Education: Equivalent to graduation from college with major work in either a physical or life science.

AGRICULTURE PROGRAM SUPERVISOR III (PEST PREVENTION)

Either I

One year of experience in the California state service performing the duties in a class at a level of responsibility equivalent to a Senior Agricultural Biologist or Plant Quarantine Officer.

Or II

Two years of experience in the California state service performing the duties in a class at a level of responsibility equivalent to an Associate Agricultural Biologist or Plant Quarantine Supervisor II.

Or III

Experience: Four years of progressively responsible professional experience, two years of which shall have been in a supervisory capacity as a biologist or a scientist in a related science. (Possession of a Ph.D. in a biological science may be substituted for two years of the required nonsupervisory experience.) (Experience in the California state service applied toward this requirement must have been in a class with a level of responsibility equivalent to a Senior Agricultural Biologist or Plant Quarantine Officer.) and

Education: Equivalent to graduation from college with major work in biology or a related science.

AGRICULTURE PROGRAM SUPERVISOR IV (PEST MANAGEMENT)

Either I

One year of experience in the California state service performing the duties in a class at a level of responsibility equivalent to an Agriculture Program Supervisor II (Pest Management).

Or II

Two years of experience in the California state service performing the duties in a class at a level of responsibility equivalent to a Senior Environmental Hazards Specialist IV Research Scientist (Specialist) or Senior Environmental Research Scientist (Supervisor).

Or III

Experience: Five years of progressively responsible professional experience, two years of which shall have been in a supervisory capacity performing a broad range of supervisory duties including budget planning and preparation and evaluation of staff and program performance. [Experience in the California state service applied toward this requirement must have been in a class with a level of responsibility equivalent to an Agriculture Program Supervisor II (Pest Management).] and

Education: Equivalent to and graduation from college with major work in a physical or life science.

AGRICULTURE PROGRAM SUPERVISOR IV (PEST PREVENTION)

Either I

One year of experience in the California state service performing the duties of a professional scientist in a class with a level of responsibility equivalent to an Area Manager, Exclusion and Detection.

Or II

Two years of experience in the California state service performing the duties in a class with a level of responsibility equivalent to a Senior Agricultural Biologist or Plant Quarantine Officer.

Or III

Experience: Five years of progressively responsible professional experience, two years of which shall have been in a supervisory capacity performing a broad range of supervisory duties including budget planning and preparation and evaluation of staff and program performance. Possession of a Ph.D. in a biological science may be substituted for two years of the required nonsupervisory experience. (Experience in the California state service applied toward this requirement must have been in a class with a level of responsibility equivalent to an Area Manager, Exclusion and Detection.) and

Education: Equivalent to and graduation from college with major work in biology or a related science.

KNOWLEDGE AND ABILITIES

ALL CLASSES:

Knowledge of: Provisions of the California Agricultural Code or Business and Professions Code and other Federal, State, and local laws, rules, and regulations pertaining to the assigned area; legal and administrative procedures to be followed in the enforcement of related statutes; organization and purpose of the division and its relation to Federal, State, and county agencies in related work; principles of effective supervision and management, personnel management, the department's ~~Affirmative Action Program objectives; a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives~~ responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment; and agriculture, its practices and organizations, as appropriate for the class.

Ability to: Establish and maintain cooperative relations with industry organizations, Federal, State, and local agencies involved; apply and recommend changes in regulations, policies, and procedures; make technical and administrative studies; make investigations, prepare evidence, and initiate civil and criminal prosecutions; ~~to~~ provide staff assistance to industry advisory boards and committees in the proper conduct of their meetings; develop effective settlements of controversial issues; evaluate existing statewide programs and make recommendations for improvement or change to meet present or future needs, participate in administrative hearings, ~~speak and write~~ communicate effectively, analyze data, prepare reports, and correspondence; organize and direct the work of a staff of professionals; train personnel; and effectively ~~contribute to the~~

department's affirmative action objectives promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

AGRICULTURE PROGRAM SUPERVISOR I (INSPECTION SERVICES)

Knowledge of: In addition to the above, laws, rules, regulations, and grade standards applicable to fruits, vegetables, nuts, honey, eggs, grains, and other commodities.

Ability to: In addition to the above, interpret and apply laws, rules, regulations, and grade standards applicable to fruits, vegetables, nuts, honey, eggs, grain, and other commodities.

AGRICULTURE PROGRAM SUPERVISOR II (INSPECTION SERVICES)

Knowledge of: In addition to the above, laws, rules, and regulations and State and Federal grade standards applicable to fruits, vegetables, nuts, honey, eggs, grain, and other commodities.

Ability to: In addition to the above, interpret and apply laws, rules, regulations, and grade standards applicable to fruits, vegetables, nuts, honey, eggs, grain, and other commodities.

~~AGRICULTURE PROGRAM SUPERVISOR II (MARKET NEWS)~~

~~Knowledge of: In addition to the above, laws, rules, regulations, practices, and procedures pertaining to the marketing of agricultural products; the administrative and organizational structure of the Market News Service in California.~~

~~Ability to: In addition to the above, interpret and apply laws, rules, and regulations pertaining to the marketing of agricultural products; compile and analyze economic, statistical and marketing data.~~

AGRICULTURE PROGRAM SUPERVISOR II (PEST MANAGEMENT)

Knowledge of: In addition to the above, laws, rules, and regulations pertaining to pesticide regulatory and administrative procedures in environmental protection.

Ability to: In addition to the above, interpret and apply laws, rules, and regulations pertaining to pesticide regulatory and administrative procedures in environmental protection.

AGRICULTURE PROGRAM SUPERVISOR III (CHEMISTRY LABORATORY SERVICES)

Knowledge of: In addition to the above, laws, rules, and regulations pertaining to agricultural chemicals and products; characteristics, properties, and uses of agricultural chemicals and products; and research, development, sampling, and analytical methods.

Ability to: In addition to the above, interpret and apply specific ~~knowledge~~ knowledge pertaining to agricultural chemicals and products.

AGRICULTURE PROGRAM SUPERVISOR III (PEST MANAGEMENT)

Knowledge of: In addition to the above, laws, rules, and regulations pertaining to pesticides used in agriculture; inspection and sampling methods; and techniques and methods of environmental hazards assessment.

Ability to: In addition to the above, interpret and apply specific ~~knowledge~~ knowledge pertaining to pesticide application and use, pesticide registration and environmental hazards assessment.

AGRICULTURE PROGRAM SUPERVISOR III (PEST PREVENTION)

Knowledge of: In addition to the above, laws, rules, and regulations applicable to pest control and eradication programs; methods, techniques, and equipment used in pest survey, control, and eradication efforts; histories, habits, hosts, and distribution of major pests of California and the United States; principles of biological control; and plant and vertebrate biology.

Ability to: In addition to the above, interpret and apply specific ~~knowledge~~ knowledge pertaining to pests survey, control, and eradication programs.

AGRICULTURE PROGRAM SUPERVISOR IV (PEST MANAGEMENT)

Knowledge of: In addition to the above, laws, rules, and regulations pertaining to pesticide registration and agricultural productivity, pesticide enforcement, pest management, environmental protection, and worker health and safety.

Ability to: In addition to the above, assume and demonstrate independent responsibility for decisions and actions having broad implications on a variety of complex agricultural programs; creatively utilize a variety of management techniques to resolve complex agricultural program problems; and interpret and apply specific technical ~~knowledge~~ knowledge relative to pest management programs.

AGRICULTURE PROGRAM SUPERVISOR IV (PEST PREVENTION)

Knowledge of: In addition to the above, laws, rules, and regulations pertaining to pest detection, control, and eradication programs.

Ability to: In addition to the above, assume and demonstrate independent responsibility for decisions and actions having broad implications on a variety of complex agricultural programs; creatively utilize a variety of management techniques to resolve complex agricultural program problems; and interpret and apply specific knowledge relative to pest detection, exclusion, and emergency eradication projects.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Agriculture Program Supervisor I (Inspection Services)	1/8/85	--	--
Agriculture Program Supervisor II (Inspection Services)	1/8/85	--	--
Agriculture Program Supervisor II (Market News)	4/8/86	---	---
Agriculture Program Supervisor II (Pest Management)	4/8/86	--	--
Agriculture Program Supervisor III (Chemistry Laboratory Services)	4/8/86	--	--
Agriculture Program Supervisor III (Pest Management)	1/8/85	--	--
Agriculture Program Supervisor III (Pest Prevention)	1/8/85	--	--
Agriculture Program Supervisor IV (Pest Management)	1/8/85	--	--
Agriculture Program Supervisor IV (Pest Prevention)	1/8/85	--	--

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: EY10
Class Code: 2652
Established: 4/21/66
Revised: --
Title Changed: --

EDUCATION PROJECT SPECIALIST I (VARIOUS PROJECTS)

DEFINITION

Under direction, either (1) to have responsible charge of an education project which is of average complexity and is limited in scope; or (2) to assist a ~~higher level project specialist~~ on a specific phase of a more complex education project; and to do other related work.

DISTINGUISHING CHARACTERISTICS

This class is appropriate only for educational project work in the various subject-matter specialties as they are related to the specific education project indicated in the class title for this specification. Appointments to this class are only for the duration of the particular project. All classification, recruitment, and tests of fitness for this class will be made in relation to their appropriateness to this specific education project.

This is the basic project leader level which will be used to head most projects.

The allocation of positions to this level may be influenced by the initiative, creativity, and personal and professional competence of the individual incumbent as well as the duties and responsibilities of the position.

TYPICAL TASKS

Plans, organizes, and conducts education projects; recommends and develops methods and procedures for the collection and use of required project data; analyzes data qualitatively, using the methods of the appropriate field of specialization; conducts studies of educational problems and opportunities and develops proposed solutions, alternatives, and plans for future policies and programs; develops operational procedures for the assessment and evaluation of educational activities; arranges for the effective use of special consultants, ad hoc task force teams, and other advisory services; plans and arranges meetings of advisory committees; presents progress

reports to steering or advisory committees; plans and provides leadership for regional meetings to disseminate pertinent information or to provide in-service training; provides liaison between advisory committees and interested persons or groups; and keeps abreast of current developments in the specific field.

MINIMUM QUALIFICATIONS

Experience: Two years of responsible administrative, supervisory, or equivalent level staff experience involving duties and responsibilities which would develop a comprehensive knowledge of and the possession of competence in a field of specialization appropriate to the applicable education project. (This experience must have developed skill in the pertinent field of specialization to the extent that there is reasonable expectation of success in this class.) (Possession of an earned doctoral degree in a field of specialization applicable to the specific education project may be substituted for one year of the required experience.)

and

Education: Equivalent to graduation from college.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, concepts, and terminology in the appropriate field of specialization; applicable techniques used in studying educational problems including project planning, methodology, and processes; methods of preparation of project reports and project reporting techniques; research methods and techniques; ~~department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives and a manager's/supervisor's~~ responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Apply professional knowledge and administrative ability to the specific education project; reason logically and think independently and creatively on leadership in education project work; establish and maintain cooperative relations with individuals contacted in the work; direct the work of others; analyze situations accurately and take effective action; communicate effectively; and ~~effectively contribute to the department's affirmative action objectives~~ promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

~~EDUCATION PROJECT SPECIALIST (VARIOUS PROJECTS)~~

~~Class~~

~~Code~~ _____ Classes

~~2652 EDUCATION PROJECT SPECIALIST I (VARIOUS PROJECTS)~~
~~2651 EDUCATION PROJECT SPECIALIST II (VARIOUS PROJECTS)~~
~~2646 EDUCATION PROJECT SPECIALIST III (VARIOUS PROJECTS)~~

~~Classes established for each of the following projects:~~

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

MOBILEHOME REGISTRATION SUPERVISOR
Series Specification
(Established August 13, 1981)

SCOPE

This series specification describes classes in State service which supervise activities in the titling and registration of mobilehomes and manufactured housing and provide information to the general public about the program. The positions within this series are responsible for supervising the staff of a unit or subunit within the organizational structure of the program.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
VY44	8945	Mobilehome Registration Supervisor I
VY42	8957	Mobilehome Registration Supervisor II
VY40	8967	Mobilehome Registration Supervisor III
VY30	8974	Mobilehome Registration Manager

DEFINITION OF SERIES

Mobilehome Registration Supervisors, personally or through subordinate line supervisors, plan, organize, direct, and review the work of employees performing mobilehome and manufactured housing titling and registration and related work; make decisions on problems ranging in difficulty level from average to the most difficult and complex and requiring interpretation of the law and departmental policy relating to assigned functions; may recommend changes in law or policy where appropriate; contact groups and individuals to promote community understanding, acceptance, and support of Department programs; interpret, apply, and explain to the public, organizations, and other government jurisdictions the provisions of the law and administrative regulations, policies, and procedures concerning titling, registration, and ownership of manufacturing housing and mobilehomes; direct and supervise title searches of mobilehomes; determine if mobilehomes or manufactured houses are subject to registration in California and indicate documents required for proper registration and transfer of ownership; oversee the inspection of mobilehomes for type, usage, and verification of identification and indicia numbers; issue indicia; determine, collect, and account for fees and penalties; review expenditures for permanent personnel, temporary help, equipment and operating expenses, and prepare budgets, maintain records, and prepare reports concerning the work of assigned units.

ENTRY LEVEL

~~Entry into the Mobilehome Registration Supervisor series is typically from the Supervising Program Technician (Mobilehomes) classes and other classes which provide an understanding of mobilehome titling and registration functions.~~

FACTORS AFFECTING POSITION ALLOCATION

Difficulty and complexity of the work assignment as indicated by the scope and variety of the work performed, the problems encountered and the decisions made, control exercised over the work of others, the number of separate functions supervised, and inherent responsibility of the position. Size of staff, program scope, and statewide impact also determine allocation standards.

DEFINITION OF LEVELS~~MOBILEHOME REGISTRATION SUPERVISOR I~~

~~Incumbents supervise a specialized unit in headquarters responsible for activities such as liaison with California's 58 counties regarding mobilehome taxation issues such as voluntary conversion to property tax or reinstatement to State in lieu tax.~~

MOBILEHOME REGISTRATION SUPERVISORY II

Incumbents either supervise (1) through subordinate supervisors a headquarters unit, composed of a group of different functions, such as manual processing including files, mailroom, and cashiering; or (2) the activities of a field office providing mobilehome titling and registration services and support services for one or more of the other housing or manufactured housing programs administered by the Division of Codes and Standards.

MOBILEHOME REGISTRATION SUPERVISOR III

Incumbents either (1) through subordinate supervisors supervise a large organizational unit involved in all aspects of processing titling and registration transactions (excluding manual processing functions); or (2) through Mobilehome Registration Supervisors, supervise all field office activities engaged in titling and registration work.

MOBILEHOME REGISTRATION MANAGER

The incumbent functions as program manager for the Mobilehome Titling and Registration Program.

MINIMUM QUALIFICATIONS~~MOBILEHOME REGISTRATION SUPERVISOR I~~~~Either I~~

~~One year of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of Supervising Program Technician II (Mobilehomes) or Office Services Supervisor II (General).~~

~~Or II~~

~~Two years of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of Officer Services Supervisor I (General) or Program Technician II (Mobilehomes).~~

~~Or III~~

~~Three years of experience in work requiring a knowledge of the regulations of the State of California governing the titling and registration of mobilehomes. [Experience in the California state service applied toward this requirement must be in a class equivalent in level of responsibility to that of Program Technician II (Mobilehomes).] (College education may be substituted for one-half of the required experience on the basis of one year of education for six months of experience.)~~

MOBILEHOME REGISTRATION SUPERVISOR II

Either I

One year of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of ~~Mobilehome Registration Supervisor I~~ or a Supervising Program Technician III (Mobilehomes).

Or II

Two years of experience in the California state service performing mobilehome titling and registration in a class equivalent in level of responsibility to that of Supervising Program Technician II (Mobilehomes) or Office Services Supervisor II (General).

Or III

Three years of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of Office Services Supervisor I (General) or Program Technician II (Mobilehomes).

Or IV

Four years of experience in work requiring a knowledge of the regulations of the State of California governing the titling and registration of mobilehomes.

[Experience in California state service applied toward the experience requirement must have been in a class equivalent in level of responsibility to that of Program Technician II (Mobilehomes).]
(College education may be substituted for one-half of the required experience on the basis of one year of education for six months of experience.)

MOBILEHOME REGISTRATION SUPERVISOR III

Either I

One year of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of Mobilehome Registration Supervisor II.

Or II

Two years of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of ~~Mobilehome Registration Supervisor~~ ~~I or~~ a Supervising Program Technician III (Mobilehomes).

Or III

Four years of supervisory or managerial experience in work requiring a knowledge of the regulations of the State of California governing the titling and registration of mobilehomes. [Experience in California state service applied toward this requirement must have been in a class equivalent in level of responsibility to that of ~~Mobilehome Registration Supervisor I or~~ a Supervising Program Technician III (Mobilehomes).]

MOBILEHOME REGISTRATION MANAGER

Either I

One year of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of Mobilehome Registration Supervisor III.

Or II

Two years of experience in the California state service performing mobilehome titling and registration duties in a class equivalent in level of responsibility to that of Mobilehome Registration Supervisor II.

Or III

Five years of increasingly responsible managerial or supervisory experience in work requiring knowledge of the regulations of the State of California governing the titling and registration of mobilehomes.

(Experience in the California state service applied toward this requirement must have included either one year performing the duties of a class at a level of responsibility equivalent to that obtained in the class of Mobilehome Registration Supervisor III or two years performing the duties of a class at a level of responsibility equivalent to that obtained in the class of Mobilehome Registration Supervisor II.)

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Provisions of Mobilehome Titling and Registration Laws, Rules and Procedures, and related laws and regulations with particular reference to sections relating to the registration and ownership of mobilehomes; organization, functions, policies and procedures of office management principles, methods and equipment; accepted methods of handling and accounting for money received; principles of effective supervision; the department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Plan, organize and direct the work of others; analyze situations accurately and take effective action; gather and analyze data; speak effectively; prepare clear and concise reports; establish and maintain friendly and effective working relationships with those contacted in the work; read and write at a level appropriate to the classification; and effectively contribute to the department's affirmative action objectives.

MOBILEHOME REGISTRATION SUPERVISOR III

Ability to: In addition to the above, plan, organize and direct the operations and staff of several field offices.

MOBILEHOME REGISTRATION MANAGER

Knowledge of: In addition to the above, public administration and general management principles, practices, and problems, including those relating to organization, planning, and work control; State administrative, budget, and personnel procedures as they relate to the Mobilehome Titling and Registration Program.

Ability to: In addition to the above, plan, organize, and direct the operations and staff of a number of varied units within the Mobilehome Titling and Registration Program and statewide field offices.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Mobilehome Registration Supervisor I	8/13/81	5/13/08	--
Mobilehome Registration Supervisor II	8/13/81	5/13/08	--
Mobilehome Registration Supervisor III	8/13/81	5/13/08	--
Mobilehome Registration Manager	8/13/81	5/13/08	--

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code:	TT10
Class Code:	8268
Established:	4/1/76
Revised:	4/4/00
Title Changed:	--

PROGRAM DIRECTOR
Series Specification
(Established April 1, 1976)

SCOPE DEFINITION

This specification describes ~~two~~ a nonmedical ~~classes~~ class used by the Departments of Developmental Services and Mental Health which describe the program management positions that direct various treatment and service programs in State Hospitals, Developmental Centers, and the Headquarters of the Department of Developmental Services.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
TT10	8268	Program Director (Developmental Disabilities Programs)
TT15	8269	Program Director (Mental Disabilities Programs)

JOB DESCRIPTION TYPICAL TASKS

Incumbents in ~~these classes~~ this class have the overall responsibility for directing a residential, day training, or quality assurance program for persons with mental or developmental disabilities. Program Directors direct the activities of a multidisciplinary treatment staff in achieving program goals and individual patient/resident objectives.

Although Program Directors' duties differ between programs and departments, they may be stated generally. These duties may include: reviewing and approving individual patient/resident treatment and training plans and evaluating patient/resident progress; planning, coordinating, implementing, and evaluating program objectives and results; establishing operational policies and procedures to meet program objectives; formulating and determining program priorities; determining staffing requirements and ratios; working with administrative and central treatment services personnel, other Program Directors, staff assistants, and consultants in implementing program objectives; recruiting, selecting, and assigning program personnel; developing a program budget; establishing standards of performance necessary to achieve defined program objectives; participating in program-related community activities; visiting treatment wards/residences and day training areas on a regular basis; and arranging for appropriate medical and other services when necessary.

MINIMUM QUALIFICATIONS

~~PROGRAM DIRECTOR (DEVELOPMENTAL DISABILITIES PROGRAMS)~~

Either I

One year of clinical experience performing the duties of a Program Assistant (Developmental Disabilities Programs) or Nursing Coordinator.

Or II

Four years of clinical nursing experience in the Department of Developmental Services or the Department of Mental Health performing the duties of a class comparable in level of responsibility to those of a Unit Supervisor, Standards Compliance Coordinator, or Supervising Registered Nurse, three years of which must have been in a treatment or service program for persons with developmental disabilities.

Or III

Four years of clinical experience working with persons with mental or developmental disabilities as a psychiatric social worker, psychologist, rehabilitation therapist, individual program coordinator, or teacher, three years of which must have been in a treatment or service program for persons with developmental disabilities.

~~PROGRAM DIRECTOR (MENTAL DISABILITIES PROGRAMS)~~

~~Either I~~

~~One year of clinical experience performing the duties of a Program Assistant (Mental Disabilities Programs) or Nursing Coordinator.~~

~~Or II~~

~~Four years of clinical nursing experience in the Department of Developmental Services or the Department of Mental Health performing the duties of a class comparable in level of responsibility to those of a Unit Supervisor, Standards Compliance Coordinator, or Supervising Registered Nurse, three years of which must have been in a treatment program for persons with mental disabilities.~~

~~Or III~~

~~Four years of clinical experience working with persons who have mental or developmental disabilities as a psychiatric social worker, psychologist, rehabilitation therapist, or teacher, three years of which must have been in a treatment program for persons with mental disabilities.~~

DESIRABLE EXPERIENCE

~~BOTH CLASSES:~~

One year of supervisory, administrative, or managerial experience.

KNOWLEDGE AND ABILITIES~~BOTH CLASSES:~~

Knowledge of: Principles, procedures, and techniques used in planning, evaluating, and administering a multidisciplinary patient/resident treatment or service program; principles and practices of personnel management and effective supervision; State and Federal regulations pertaining to mental hospital or developmental center administration; principles and practices of community organization for persons with mental or developmental disabilities and hospital/developmental center organization, management, and procedures; the principles and application of quality assurance and continuous quality improvement theories; a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Program Directors are required to have knowledge of the principles and methods of health care, rehabilitation, education, quality assurance, day training, and psychiatric treatment as related to the care and treatment of their patients/residents; principles for maximizing the physical, cognitive, and social development of their patients/residents; and specific expertise related to their program or service.

Ability to: Formulate and manage a multidisciplinary residential, day training, or quality assurance program; integrate the program with the overall functions of the hospital or developmental center; communicate effectively; work independently in identifying the need for and developing proposed changes in program practices and procedures; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Program Directors must possess the ability to: plan, direct, and coordinate a program that provides care and treatment, and maximizes the progress of their patients/residents; direct research and evaluation projects; and analyze complex problems, make recommendations, and take appropriate action.

SPECIAL REQUIREMENTS~~BOTH CLASSES:~~

Demonstrated leadership ability; empathetic and objective understanding of the issues of persons with mental or developmental disabilities; tact; patience; and emotional stability.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Program Director (Developmental Disabilities Programs)	4/1/76	4/4/00	—
Program Director (Mental Disabilities Programs)	4/1/76	4/4/00	—

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code:	TT20
Class Code:	8266
Established:	4/1/76
Revised:	4/4/00
Title Changed:	--

PROGRAM ASSISTANT (VARIOUS PROGRAMS)
Series Specification
(Established April 1, 1976)

SCOPE DEFINITION

This specification describes a nonmedical ~~classes~~ class used by the Departments of Developmental Services and Mental Health in State hospitals which give a Program Director staff assistance with the administration of the Director's treatment program. ~~Specific classes have been established for the following types of programs.~~

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
TT20	8266	Program Assistant (Developmental Disabilities Program)
TT25	8267	Program Assistant (Mental Disabilities Programs)

JOB DESCRIPTION TYPICAL TASKS

Incumbents in ~~these~~ this program ~~classes~~ class assist a Program Director in a staff capacity with the administration of a treatment program for the mentally disabled or developmentally disabled. ~~Each program may have a single Program Assistant position.~~

~~Although Program Assistants' duties differ between programs for the developmentally disabled and for the mentally disabled, they may be stated generally. These duties include: participating~~ Incumbents participate in program planning, development, and implementation; planning, coordinating, auditing, and evaluating plan, coordinate, audit, and evaluate patient/resident care and treatment; developing develop appropriate staffing patterns; serving serve as a resource on equipment, techniques, and current practices; developing develop training and development plans for staff members; providing provide the community with training and techniques for the continuation of patient/resident treatment and care; coordinating coordinate services within the hospital and with other facilities and agencies; establishing establish program priorities; developing and providing develop and provide liaison with families, family physicians of patients, and appropriate community agencies; developing and participating develop and participate in program-related research projects; interviewing and recommending interview and recommend selection and

allocation of support and clinical staff, students, and volunteers; ~~interpreting~~ interpret programs and other hospital functions to hospital staff and the community; and ~~acting~~ act for the Program Director in the Director's absence when so required.

The Developmental Disabilities (DD) Programs consist of the following treatment programs. The treatment programs have the following goals:

DD - Child Development - maximize the growth and development of the young developmentally disabled up to age 18 whose primary needs are physical, cognitive, and social development.

DD - Adult Development - maximize the growth and development of the adult developmentally disabled whose primary needs are physical, cognitive, and social development.

DD - Sensory Development - develop specialized programs for the developmentally disabled who also are blind or deaf, or a combination of the two.

DD - Behavior Adjustment - provide specialized treatment services for the developmentally disabled who also have insufficient control of their emotional behavior.

DD - Habilitation - maximize the growth and development of the developmentally disabled whose primary needs are attaining a degree of normalization and vocational skills that lead to self-sufficiency in the community.

~~The Mental Disabilities (MD) Programs consist of the following treatment programs. The treatment programs have the following primary goal:~~

~~MD - Psychiatric Rehabilitation - treat the longer term mentally disabled patients to the point where the full range of psychiatric services is no longer needed and placement outside the hospital is feasible.~~

~~MD - Child and Youth Psychiatric - provide specialized treatment including educational and socializing services designed to promote the normal growth and development of children and adolescents.~~

~~MD - Adult Psychiatric Intervention - provide intensive psychiatric intervention with the goal of returning the patient to the community after as brief a period of hospitalization as possible.~~

~~MD - Substance Abuse - provide either long or short term treatment and therapy designed to eliminate dependency on addictive substances, restore physical health, and encourage development of alternatives to a drug or alcohol dependent life style.~~

MINIMUM QUALIFICATIONS

~~PROGRAM ASSISTANT (DEVELOPMENTAL DISABILITIES PROGRAMS)~~

Either I

Two years of clinical nursing experience in the Departments of Developmental Services or Mental Health performing the duties of a class comparable in level of responsibility to those of a Unit Supervisor or Registered Nurse III in a treatment program for the developmentally disabled.

Or II

Two years of clinical experience as a psychiatric social worker, psychologist, rehabilitation therapist, individual program coordinator, or teacher in a treatment program for the developmentally disabled.

~~PROGRAM ASSISTANT (MENTAL DISABILITIES PROGRAMS)~~

Either I

~~Two years of clinical nursing experience in the Departments of Developmental Services or Mental Health performing the duties of a class comparable in level of responsibility to those of a Unit Supervisor or Registered Nurse III in a treatment program for the mentally disabled.~~

Or II

~~Two years of clinical experience as a psychiatric social worker, psychologist, rehabilitation therapist, or teacher in a treatment program for the mentally disabled.~~

KNOWLEDGE AND ABILITIES

~~BOTH CLASSES:~~

Knowledge of: Principles, procedures, and techniques of administering a multidisciplinary patient/resident treatment program; principles and practices of personnel management; California laws and rules pertaining to State hospital administration; principles and practices of community organization for the developmental or mental disability; hospital organization, management, and procedures; research methods and techniques; principles and methods of training treatment personnel; a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

With reference to either programs for the developmentally disabled or mentally disabled, Program Assistants are required to have knowledge of the principles and methods of health care, rehabilitation, education, and psychiatric treatment as related to the care and treatment of their patients/residents; principles for maximizing the physical, cognitive, and social development of their patients/residents; and specific expertise related to program content.

Ability to: Assist with the administration of a multidisciplinary patient/resident treatment program; integrate the program with the

overall functions of the hospital; communicate effectively; work independently in identifying the need for and developing proposed changes in program practices and procedures; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

With reference to either programs for the developmentally disabled or mentally disabled, Program Assistants must possess the ability to: assist with the planning and coordination of a program that provides care, treatment, and maximizes the development of their patients/residents; direct research projects; and analyze complex problems and take appropriate action.

SPECIAL REQUIREMENTS

BOTH CLASSES:-

Demonstrated leadership ability; sympathetic and objective understanding of the problems of the mentally disabled or developmentally disabled; tact; patience; and emotional stability.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Program Assistant (Developmental Disabilities Programs)	4/1/76	4/4/00	---
Program Assistant (Mental Disabilities Programs)	4/1/76	4/4/00	---

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

PROGRAMMER ANALYST
Series Specification
(Established July 24, 1975)

SCOPE

Classes in this series are used to develop methods of applying information technology to the solution of problems; to develop and implement complex programs to achieve desired results; to act as leadperson or supervisor over technical personnel; and to do other related work.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
LM20	1579	Associate Programmer Analyst (Specialist)
LM18	1580	Associate Programmer Analyst (Supervisor)
LM16	1581	Staff Programmer Analyst (Specialist)
LM14	1582	Staff Programmer Analyst (Supervisor)
LM12	1583	Senior Programmer Analyst (Specialist)
LM10	1584	Senior Programmer Analyst (Supervisor)

DEFINITION OF SERIES

Entry into this series is typically through the Programmer classification.

This class series is differentiated from the Programmer class in that it typically combines the most programming duties with systems analysis responsibilities and/or supervisory duties. The series is differentiated from the Information Systems Analyst series in that incumbents are not typically involved in complex feasibility studies, and they are expected to be capable of performing complex programming tasks.

FACTORS AFFECTING POSITION ALLOCATION

Variety and complexity of work assignments; scope and consequence of decisions made; independence of action and decision; and leadership or supervision exercised and direction received.

DEFINITION OF LEVELS

ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)

Under general supervision, independently performs programming and analysis work, and/or acts as leader of a team of programmers, and/or participates with other programmer analysts on projects of a very complex nature or unusually broad scope.

~~ASSOCIATE PROGRAMMER ANALYST (SUPERVISOR)~~

~~Under general supervision, acts as a supervisor of a team of programmers.~~

STAFF PROGRAMMER ANALYST (SPECIALIST)

Under general supervision, acts as a project leader on complex applications, and/or on complex information technology system problems; and works independently as a technical specialist.

STAFF PROGRAMMER ANALYST (SUPERVISOR)

Under general supervision, acts as a supervisor on complex applications.

SENIOR PROGRAMMER ANALYST (SPECIALIST)

Under general direction, acts as a project leader on the most complex applications, and/or on the most complex information technology system problems; and works independently as a high-level technical specialist.

SENIOR PROGRAMMER ANALYST (SUPERVISOR)

Under general direction, acts as a supervisor on the most complex applications.

MINIMUM QUALIFICATIONS

ALL LEVELS:

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)
~~ASSOCIATE PROGRAMMER ANALYST (SUPERVISOR)~~

Either I

One year of experience in the California state service performing duties comparable to a Programmer II.

Or II

Eighteen months of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibility on an information technology system project for analyzing operational methods and developing computer programs to meet desired results. One year of experience in this pattern must include responsibilities under general supervision to plan and develop programs to be processed on information technology systems equipment, perform systems analysis, or systems programming work.

Or III

Equivalent to graduation from a recognized college or university with a minimum of 24 semester or 36 quarter units in information technology-related coursework. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

STAFF PROGRAMMER ANALYST (SPECIALIST)

STAFF PROGRAMMER ANALYST (SUPERVISOR)

Either I

One year of experience in the California state service performing duties comparable to an Associate Programmer Analyst (Specialist) ~~or Associate Programmer Analyst (Supervisor).~~

Or II

Two years of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibility on a project for analyzing operational methods and developing computer programs to meet desired results. One year of experience in this pattern must include independent performance of programming and analysis work, lead of a programming team, or participation as a team member on projects of a very complex nature or broad scope.

Or III

Thirty semester units or 45 quarter units of graduate work in information technology-related coursework from a recognized college or university.

SENIOR PROGRAMMER ANALYST (SPECIALIST)

SENIOR PROGRAMMER ANALYST (SUPERVISOR)

Either I

One year of experience in the California state service performing duties comparable to a Staff Programmer Analyst (Specialist) or Staff Programmer Analyst (Supervisor).

Or II

Two years of experience in the California state service performing duties comparable to an Associate Programmer Analyst (Specialist) ~~or Associate Programmer Analyst (Supervisor).~~

Or III

Thirty months of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibility on a project for analyzing operational methods and developing computer programs to meet desired results. One year of experience in this pattern must include responsibility as a project leader on complex applications, or resolution of complex information technology systems problems, and working independently as a technical specialist.

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Information technology system programming, equipment, and its capabilities; principles and techniques of studying work processes for new or revised information technology system applications; principles of designing methods of processing information; technical report writing; statistical methods; principles of public administration, organization, and management; and principles of personnel management.

Ability to: Write complex programs and develop detailed program specifications; analyze information and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions; apply creative thinking in the design and development of methods of processing information with information technology systems; establish and maintain cooperative working relationships with those contacted in the course of the work; communicate effectively; and prepare effective reports.

~~ASSOCIATE PROGRAMMER ANALYST (SUPERVISOR)~~
 STAFF PROGRAMMER ANALYST (SUPERVISOR)
 SENIOR PROGRAMMER ANALYST (SUPERVISOR)

Knowledge of: All of the above, and principles of personnel management, supervision, and training; the department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity and the processes available to meet equal employment objectives.

Ability to: All of the above, and supervise technical personnel; and effectively contribute to the department's equal employment objectives.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Associate Programmer Analyst (Specialist)	9/1/75	5/2/01	12/4/84
Associate Programmer Analyst (Supervisor)	12/4/84	5/2/01	—
Staff Programmer Analyst (Specialist)	9/1/75	5/2/01	12/4/84
Staff Programmer Analyst (Supervisor)	12/4/84	5/2/01	--
Senior Programmer Analyst (Specialist)	9/1/75	5/2/01	12/4/84
Senior Programmer Analyst (Supervisor)	12/4/84	5/2/01	--

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code:	OY46
Class Code:	6130
Established:	11/17/82
Revised:	11/19/85
Title Changed:	--

ADMINISTRATIVE LAW JUDGE, DEPARTMENT OF HEALTH SERVICES

Series Specification

~~(Established November 17, 1982)~~

DEFINITION

Incumbents, under general direction, preside over formal quasi-judicial provider reimbursement hearings which guarantee procedural safeguards of the Administrative Procedure Act or such due process safeguards set out in State law and regulations promulgated thereunder; render proposed decisions or alternative decisions for the Director; assist in development of system and technical improvements of administrative law and procedures; and perform other related work.

SCOPE TYPICAL TASKS

~~This series specification describes the classes used in the Department of Health Services to~~ Incumbents ~~conduct formal administrative hearings and prepare proposed decisions for consideration of the Director or to be responsible for the administrative operation of the hearings of the Department. Incumbents in this series~~ preside over or conduct adjudicative hearings on disputed overpayments to Medi-Cal providers revealed through departmental audits or investigations; controls control the course of the hearing; secures secure its reasonable expedition and orderly conduct throughout; administers administer oaths; instructs instruct participants at hearings as to their rights; questions question witnesses; rules rule on the burden and order of proof, relevancy, or admissibility of evidence as provided by law; issues issue subpoenas for the attendance of witnesses or the production of necessary books, papers, documents, or other evidence; receives receive and reviews review evidence in written form; examines examine testimony taken by deposition; prepares prepare proposed written decisions from transcripts and evidence submitted containing findings of facts and conclusions of law and recommended actions, or advises advise and assists assist the Department in formulating a decision; prepares prepare reports to supplement findings and recommendations assuring a court reviewable record, certifies to official acts of the Department; forwards forward necessary information to the proper parties when appeals are carried to higher authorities; confers confer with superior officers and

officials of the Department on matters of policy, procedure, interpretation, and ~~submits~~ submit recommendations to the various officials concerned; ~~conducts~~ conduct hearings on Prepaid Health Plan (PHP) emergency claims disputes with non-Medi-Cal providers, and ~~conducts~~ conduct public hearings on renewal or acceptance of PHP provider contracts; and ~~conducts~~ conduct hearings for other departments within the Agency pursuant to interdepartmental agreements; serve as Chief Administrator for the administrative hearing and audit appeals program; direct lower level Administrative Law Judges, Hearing Auditors, and administrative staff; and do other related work.

~~The Chief Administrative Law Judge class is managerial having significant responsibility for formulating and administering Department policies and programs.~~

~~Schem~~ Class

~~Code~~ Code Class

~~OY46~~ 6130 Administrative Law Judge, Department of Health Services

~~OY49~~ 6132 Chief Administrative Law Judge, Department of Health Services

DEFINITION OF LEVELS

ADMINISTRATIVE LAW JUDGE, DEPARTMENT OF HEALTH SERVICES

~~This is the full journey level in the series. Incumbents, under general direction, preside over formal quasi-judicial provider reimbursement hearings which guarantee procedural safeguards of the Administrative Procedure Act or such due process safeguards set out in State law and regulations promulgated thereunder; render proposed decisions or alternative decisions for the Director; assist in development of system and technical improvements of administrative law and procedures; and perform other related work.~~

CHIEF ADMINISTRATIVE LAW JUDGE, DEPARTMENT OF HEALTH SERVICES

~~The incumbent, under general direction, plans, directs, and controls the work of Administrative Law Judges and Hearing Auditors; reviews their work for consistency; presides over and conducts the most difficult and sensitive administrative hearings; and does other related work.~~

MINIMUM QUALIFICATIONS

~~ALL LEVELS:~~

Active membership in The State Bar of California and admission to practice law in any state in the United States or the District of Columbia for a least five years immediately preceding application for appointment. (~~Applicants for the Administrative Law Judge and Chief Administrative Law Judge examinations~~ examination with four years of qualifying experience will be admitted to the examination but must complete the required five years before becoming eligible for appointment.)

~~ADMINISTRATIVE LAW JUDGE, DEPARTMENT OF HEALTH SERVICES~~

and

Either I

One year of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer.

Or II

Five years of experience in the practice of law*, which shall have included at least two years of experience in the presentation of evidence and the examination of witnesses before a trial court or quasi-judicial administrative body.

~~CHIEF ADMINISTRATIVE LAW JUDGE, DEPARTMENT OF HEALTH SERVICES~~

Either I

~~One year of experience as an Administrative Law Judge, Department of Health Services.~~

Or II

~~Two years of experience in the conduct of judicial or quasi judicial hearings in the capacity of presiding officer.~~

Or III

~~Five years of experience in the practice of law* which shall have included at least three years of experience in the presentation of evidence and examination of witnesses before a trial court or quasi-judicial administrative body.~~

* Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

KNOWLEDGE AND ABILITIES~~ALL LEVELS:~~

Knowledge of: Title XIX of the Social Security Act, the State Medi-Cal, and provider reimbursement principles issued thereunder; State lien law and its application to Medi-Cal funding; hearing proceedings and the provisions of the Administrative Procedure Act; rules of evidence governing such procedure and laws relating to serving notices, taking depositions, and issuing subpoenas; legal research; court decisions interpreting the powers of administrative boards and agencies; principles and theories of administrative law and the judicial review of administrative actions; principles and objectives of effective public administration and an understanding of the uses of proper administration procedures in furthering these objectives; and legal terms and forms in common use.

Ability to: Perform research; analyze, appraise, and apply legal principles, evidentiary rules, and precedents to legal problems; make accurate summaries of evidence and prepare appropriate findings and conclusions of law and make recommendations based on such facts; conduct fair and impartial hearings in a manner that will consider all pertinent evidence and secure confidence and respect; maintain a fair and impartial attitude; communicate effectively; and establish and maintain cooperative working relations.

~~CHIEF ADMINISTRATIVE LAW JUDGE, DEPARTMENT OF HEALTH SERVICES~~

~~Knowledge of: All of the above, and principles and objectives of effective public administration and understanding of the use of proper administrative procedures in furthering these objectives; principles of personnel management and supervision; the Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.~~

~~Ability to: All of the above, and plan, direct, and control the activities of Administrative Law Judges and Hearing Auditors; contribute effectively to the formulation and administration of departmental policies and programs; effectively contribute to the Department's affirmative action objectives.~~

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Administrative Law Judge, Department of Health Services	11/17/82	11/19/85	—
Chief Administrative Law Judge, Department of Health Services	11/19/85	—	—

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

SYSTEMS SOFTWARE SPECIALIST
Series Specification
(Established July 24, 1975)

SCOPE

Classes in this series are used to analyze, design, code, implement, maintain, and evaluate computer software; this includes, but is not limited to, operating systems, control systems, proprietary software packages, telecommunications software, and database management software. These classes are also used as technical advisors to act as consultants to other information technology personnel in solving system problems and achieving the best use of available hardware and software resources; to act as leadperson or supervisor over other personnel; the classes are also used to coordinate and ensure effective operations of complex multiple hardware and software configurations; and to do other related work.

Computer software encompasses operating systems and utilities, telecommunications software, database management systems, special purpose vendor-supplied package software, special purpose control systems, and includes, but is limited to, both modified vendor-supplied systems and systems specifically developed by the user.

Entry into this series is typically through the Programmer II classification.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
LM62	1585	Associate Systems Software Specialist (Technical)
LM60	1587	Systems Software Specialist I (Technical)
LM61	1588	Systems Software Specialist I (Supervisory)
LM55	1373	Systems Software Specialist II (Technical)
LM58	1558	Systems Software Specialist II (Supervisory)
LM50	1367	Systems Software Specialist III (Technical)
LM52	1559	Systems Software Specialist III (Supervisory)

FACTORS AFFECTING POSITION ALLOCATION

Variety and complexity of work assignments, size of information technology activities, breadth of support activities, scope and consequence of decisions made, independence of action and decision, level of programming and analytical skills, and leadership or supervision exercised and direction received.

DEFINITION OF LEVELS

ALL LEVELS:

The level of a position is influenced both by the place of the positions in the organization structure and by the type and complexity of the equipment configuration. Generally, the more complex and larger the equipment configuration, the higher the level of the position.

All levels essentially perform duties involving the same types of duties and are involved with similar activities and tasks. The differences in level are a matter of level of discretion, recognized expertise, and the scope of the problems.

ASSOCIATE SYSTEMS SOFTWARE SPECIALIST (TECHNICAL)

Under supervision, independently performs assigned systems programming (software) work; and/or acts as leadperson over others performing systems software work; and/or participates on software project teams. This is the full journey level.

SYSTEMS SOFTWARE SPECIALIST I (TECHNICAL)

Under general supervision, acts as a leader on systems software projects, and/or works independently as a technical specialist on complex systems assignments. This is the advanced specialist level.

~~SYSTEMS SOFTWARE SPECIALIST I (SUPERVISORY)~~

~~Under general supervision, acts as supervisor on complex systems software projects.~~

SYSTEMS SOFTWARE SPECIALIST II (TECHNICAL)

Under general supervision, acts as a team leader on the more complex systems software projects, and/or works independently as a high-level technical specialist on the more complex systems assignments. This is the expert specialist level.

SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY)

Under general supervision, acts as a supervisor on the more complex software systems or systems software projects.

SYSTEMS SOFTWARE SPECIALIST III (TECHNICAL)

Under administrative direction, works independently as the recognized technical specialist on the maintenance of the most complex software systems and software projects, and/or acts as a leader on projects

involving the conversion to the most complex computer configurations.

SYSTEMS SOFTWARE SPECIALIST III (SUPERVISORY)

Under administrative direction, acts as a supervisor on projects involving the conversion to the most complex computer configuration and/or supervises a staff of software specialists responsible for the most complex assignments.

MINIMUM QUALIFICATIONS

ALL LEVELS:

Unless otherwise stated, experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

ASSOCIATE SYSTEMS SOFTWARE SPECIALIST (TECHNICAL)

Either I

One year of experience in the California state service performing duties comparable to a Programmer II, which must include the performance of duties such as coding, designing, modifying, installing, evaluating, and maintaining computer software.

Or II

Eighteen months of progressively responsible experience in information technology systems study, design, and/or programming, which shall have included responsibilities such as coding, designing, modifying, installing, evaluating, and maintaining computer software. One year of experience in this pattern must include independent planning and software development, systems analysis, or systems programming (software) work.

Or III

Equivalent to graduation from a recognized college or university with a minimum of 24 semester or 36 quarter units in information technology-related coursework. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

SYSTEMS SOFTWARE SPECIALIST I (TECHNICAL)

~~SYSTEMS SOFTWARE SPECIALIST I (SUPERVISORY)~~

Either I

One year of experience in the California state service performing duties comparable to an Associate Systems Software Specialist (Technical).

Or II

Thirty months of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibilities such as coding, designing, modifying, installing, evaluating, and maintaining computer software. One year

of experience in this pattern must include independent systems programming, leadership over a group of systems software programmers, or participation on software project teams.

Or III

Thirty semester units or 45 quarter units of graduate work in information technology-related coursework from a recognized college or university.

SYSTEMS SOFTWARE SPECIALIST II (TECHNICAL)
SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY)

Either I

One year of experience in the California state service performing duties comparable to a Systems Software Specialist I (Technical) ~~or a Systems Software Specialist I (Supervisory).~~

Or II

Two years of experience in the California state service performing duties comparable to an Associate Systems Software Specialist (Technical).

Or III

Three years of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibilities such as coding, designing, modifying, installing, evaluating, and maintaining computer software. One year of experience in this pattern must include independent responsibility as a leader on systems software projects, or as a technical specialist on complex technology systems.

SYSTEMS SOFTWARE SPECIALIST III (TECHNICAL)
SYSTEMS SOFTWARE SPECIALIST III (SUPERVISORY)

Either I

One year of experience in the California state service performing duties comparable to a Systems Software Specialist II (Technical) or a Systems Software Specialist II (Supervisory).

Or II

Two years of experience in the California state service performing duties comparable to a Systems Software Specialist I (Technical) or Systems Software Specialist I (Supervisory).

Or III

Four years of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibilities such as coding, designing, modifying, installing, evaluating, and maintaining computer software. One year of experience in this pattern must include independent leadership responsibilities on complex systems software projects, or as a high-level technical specialist on the more complex systems assignments.

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Information technology systems (software) programming, equipment, and its capabilities and interfaces between hardware and software; and the requirements for the installation and implementation of the most complex information technology software systems.

Ability to: Write complex programs; develop detailed program specifications; analyze data and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions; apply creative thinking in the design and development of methods of processing information with information technology systems; establish and maintain cooperative relationships with those contacted in the course of the work; work under pressure; communicate effectively; prepare effective reports; coordinate the activities of technical personnel.

~~SYSTEMS SOFTWARE SPECIALIST I (SUPERVISORY)~~
 SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY)
 SYSTEMS SOFTWARE SPECIALIST III (SUPERVISORY)

Knowledge of: All of the above, and the department's ~~Equal Employment Opportunity objectives; a manager's role in the Equal Employment Opportunity and the processes available to meet equal employment objectives~~ a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment; and principles of personnel management, supervision, and training.

Ability to: All of the above, and supervise technical personnel; ~~effectively contribute to the department's equal employment objectives~~ promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Associate Systems Software Specialist (Technical)	9/1/75	5/2/01	12/4/84
Systems Software Specialist I (Technical)	9/1/75	5/2/01	12/4/84
Systems Software Specialist I (Supervisory)	12/4/84	5/2/01	—
Systems Software Specialist II (Technical)	9/1/75	5/2/01	4/17/84

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Systems Software Specialist II (Supervisory)	3/20/84	5/2/01	--
Systems Software Specialist III (Technical)	8/17/78	5/2/01	4/17/84
Systems Software Specialist III (Supervisory)	3/20/84	5/2/01	--